



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES A PROMOTIONAL EXAMINATION FOR:

Title: Warehouse Supervisor (Dutchess Community College)

Number: 77239

Salary: \$43,546-53,055 - Dutchess County (2016 Salary)

Date of Examination: 05/13/2017

Applications Accepted Until: 03/28/2017

Applications postmarked 03/28/2017 will be accepted.

Applications accepted until 4:30pm Monday through Friday

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application is required for each separately numbered examination:** Application processing fee is payable by check, money order, or credit card. Cash is not accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

**NOTE:** When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in Dutchess Community College.

**NOTE:** An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified **FIRST**.

**QUALIFYING EXPERIENCE:** Candidates must possess twenty-four (24) months of permanent non-competitive class status as a Delivery Driver in Dutchess Community College immediately preceding May 13, 2017.

**SPECIAL REQUIREMENT:** Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

**DUTIES:** This position is responsible for the overall operation of the materials warehouse at Dutchess Community College. **This position is also expected to operate a fork lift and drive delivery trucks as needed.**

**EXAMPLES OF WORK (Illustrative Only):** Manages the maintenance and distribution of maintenance and housekeeping parts, tools, supplies and safety equipment and determines the required quantities of materials to be kept in stock, based on work order materials histories; alerts physical plant supervisors of need to order stock and assists them in process by researching where to find materials, obtaining price comparisons and ordering parts through blanket purchase orders; assigns identifying computerized part number to new stock items; conducts annual inventory of warehouse stock and reconciles against purchase orders and inventory history; oversees the acceptance of deliveries from vendor, checking the condition and matching to purchase requisition to verify price and quantity; arranges for campus wide delivery of items received; researches receiving problems by contacting vendors and shippers to track items and resolve price discrepancies or problems with order; maintains multi-million dollar computerized fixed assets inventory system; tags, enters and tracks all capital equipment purchases; conducts annual inventory of items to computerized records and rectifies all differences; operates fork lift; loads and unloads trucks and transports heavy loads; trains others in the safe operation of these activities; may perform courier and/or delivery driver duties; may participate in snow removal activities.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Arithmetic computation with calculator** - These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**
2. **Keeping simple inventory records** - These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.
3. **Principles and practices of storeskeeping and inventory control** - These questions will test for candidates' knowledge of the principles guiding large scale storeskeeping operations and their ability to put them into practice. Some of the areas covered may include analysis of rates of use, the determination of reorder points, choosing locations for the storage of goods, and determining how to handle stock to maximize the efficiency of the operation. Some arithmetic computation may be necessary.
4. **Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**The use of calculators is Recommended for this exam.**

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV](http://WWW.DUTCHESSNY.GOV)

\*\*\*\*\*IMPORTANT  
No. 2017-00000037

SEE REVERSE

IMPORTANT\*\*\*\*\*  
Issued: 02/24/2017

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT [www.co.dutchess.ny.us](http://www.co.dutchess.ny.us) or [www.dutchessny.gov](http://www.dutchessny.gov)**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**SENIORITY** shall be computed from the date of original permanent appointment in the classified service. One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----0 points	Over 11 years up to 16 years-----3 points
1 year up to 6 years-----1 point	Over 16 years up to 21 years-----4 points
Over 6 years up to 11 years-----2 points	Over 21 years up to 26 years-----5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

**FINGERPRINTING:** An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

**GENERAL INFORMATION - PROMOTIONS**

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**WEATHER**

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**ALTERNATE TEST DATES** may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

**RELIGIOUS ACCOMMODATION:** If you cannot take the test on the announced test date (most written exams fall on Saturday) due to a conflict with a religious observance or practice, please indicate so on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

**SPECIAL ACCOMMODATION:** If you require an accommodation or special assistance in taking an exam, please indicate so on your application. Documentation will be required.

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**MULTIPLE EXAMINATIONS:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

**APPLICATIONS:** may be obtained on line at [www.dutchessny.gov](http://www.dutchessny.gov), by sending a stamped, self-addressed legal size envelope to or by visiting the Human Resources office at 22 Market Street, 5th Floor, Poughkeepsie, NY 12601 (hours 9am to 5pm, Monday through Friday).

**HOW TO TAKE A WRITTEN TEST** and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.ny.gov>), by first clicking on Publications, then on the booklet title.