



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR
#68-627 GEOGRAPHIC DATABASE SPECIALIST
Current CSEA Starting Salary: \$43,481 (Grade 16)

*Application Fee – \$15.00

LAST FILING DATE: **April 1, 2016**

DATE OF EXAMINATION: **May 14, 2016**

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Real Property Tax Office.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date.

MINIMUM QUALIFICATIONS:

(A) Graduation from a New York State registered or regionally accredited college or university with a bachelor's degree in Geographic Information Systems or a related field; **OR**

(B) Graduation from a New York State registered or regionally accredited college or university with an associate's degree in a field outlined in (A), and two (2) years of experience working with Geographic Information Systems, digital mapping, surveying or GPS collection; **OR**

(C) Graduation from high school or possession of a high school equivalency diploma, and four (4) years of experience as outlined in (B).

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: A Geographic Database Specialist plans, creates, manages and maintains a computer database of geographic, geophysical and other information. The database merges traditional written and hand-drawn map data with that from modern sources including global positioning satellites. The database will be the central element of the E911 emergency dispatching system and will also support future functions such as electronic mapping for a wide variety of public purposes; computerized analysis of ground and atmospheric conditions to predict the likelihood, severity and locations of floods; and functions not yet known and perhaps not yet invented. The position combines elements of data collection, electronic cartography and computer database management. The incumbent is expected to keep abreast of and incorporate the newest technology into the database program. Works under general direction of the Real Property Tax Services Director and may supervise data entry operators or other assigned staff. Does related work as required.

Use of calculators is ALLOWED

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Understanding and Interpreting Maps, Aerial Photography, Survey Data and Other Source Material Used in Map

Construction: These questions test for the ability to read, analyze and perform computations based on cartographic drawings, site plans, survey notes and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

2. Collection, Analysis and Presentation of Data, including Basic Statistics: These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize and present various types of technical data and information, and the fundamental concepts, terminology and computations involved in statistical analysis for cartographic and land use planning studies.

3. Computer-assisted Mapping, including Geographic Information System (GIS) Applications: These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.

4. Principles of Databases for Microcomputers: These questions test for a basic background in the design and use of databases on microcomputers. They cover such topics as database terminology and concepts, analyzing a database project, planning the database, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.

5. Geographic Information Systems (GIS), including Data Conversion, Plotting, Database Construction, Interactive Editing and Labeling: These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology and proper procedures to use when creating, producing and revising various types of maps and site plans using GIS and computerized mapping software.

*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*

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

**The required application fee is fifteen dollars, which may be in the form of a check/money order or cash, and must accompany each application. If your application is disapproved, your examination fee will NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at www.schohariecounty-ny.gov

ISSUE DATE: 03/04/2016

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