

Instructions on Applying for a Position and Registering for an Exam

- 1) Download the **Civil Service Exam Announcement** for the position you are applying for. You can find the exam announcements at: <http://www.schenectadycounty.com/careers>
- 2) Read through the general conditions and instructions for registering for an exam. This can be found by clicking this [link](#).
- 3) Once you have completed steps 1 and 2, download the **Civil Service Exam Application**. This is a fillable pdf, so you can either type the information on your computer or print the application and fill it in with a pen. [Click this link for the Exam Application](#).
 - a. If you wish to apply for an exam fee waiver, please read the qualifications in the [general conditions](#) and then complete the [fee waiver application](#).
 - b. IF you wish to apply for veteran credits, please read the qualifications in the [general conditions](#) and then complete the [veteran credit application](#).
- 4) Once you have completed your application, and filled out any accompanying forms (either the fee waiver or veteran credit form), mail your application along with a \$15.00 check payable to the **Schenectady County Civil Service Commission. THIS MUST BE A CERTIFIED CHECK OR MONEY ORDER. Personal checks and cash will NOT be accepted.**

Mailing Address and Contact Information:

**Schenectady County Department of Human Resources and Civil Service
Schenectady County Office Building
620 State Street, 2nd Floor
Schenectady, NY 12305**

Phone Number: 518-388-4233