

WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES

CIVIL SERVICE ADMINISTRATION

Announces

CONTINUOUS RECRUITMENT

for

**QUALIFIED INCUMBENT EXAMINATION (QIE) for CURRENT EMPLOYEES SERVING IN AN NY
HELPS PROGRAM TITLE**

EXAM #: 26-QIE0426

**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY UNTIL THE TERMINATION OF THE NY
HELPS PROGRAM.**

A FILING FEE IS NOT REQUIRED.

This is a Qualified Incumbent Examination (QIE) for eligible employees in approved NY HELPS Program titles under the jurisdiction of Warren County Civil Service Administration. See all approved titles below.

In order to qualify, employees must be permanently employed in one of the following NY HELPS Program titles for a minimum of six (6) months.

A letter of nomination from your current employer, who must be an appointing authority under the jurisdiction of Warren County Civil Service, must be received along with your notice of intent to participate in the Qualified Incumbent Examination (QIE) for the relevant HELP Program title. The employer nomination and candidate's intent notification will serve as application to the QIE. This nomination/intent to apply is attached at the end of this announcement.

Qualified employees will be added to a QIE eligible list with a score of seventy (70). Seniority and veterans' credits are not permitted for a QIE. The QIE is posted on a continuous basis and scores will be interfiled as employees become eligible.

This examination is being held pursuant to Civil Service Law, sections 17.4 and 57, and the Warren County Civil Service Rules.

SEND EMPLOYER NOMINATION AND EMPLOYEE NOTICE OF INTENT TO:

Warren County Department of Human Resources
Civil Service Administration
1340 State Route 9
Lake George, NY 12845

Titles approved for the NY HELPS Program as of April 1, 2026:

All Civil Divisions

Account Clerks (HELP Program)

Administrative Assistants (HELP Program)

Assistant Economic Development Coordinators (HELP Program)

Clerks (HELP Program)

Custodians (HELP Program)

Economic Development Coordinators (HELP Program)

Head Custodians (HELP Program)
Junior Planners (HELP Program)
Principal Planners (HELP Program)
Secretaries (HELP Program)
Senior Custodians (HELP Program)
Typists (HELP Program)

County Service

Caseworker (HELP Program)
Deputy Director of Public Health/Patient Services (HELP Program)
Director of Public Affairs (HELP Program)
Director of Services (HELP Program)
Director of Social Services/ Public Assistance (HELP Program)
GIS Tax Map Technician (HELP Program)
Mental Health Program Analyst (HELP Program)
Pistol Permit Clerk (HELP Program)
Social Welfare Examiners (HELP Program)
Support Investigators (HELP Program)
Automotive Parts Shop Specialists (HELP Program)
Communications Officers (HELP Program)
Community Services Worker (HELP Program)
Fire Prevention and Building Code Enforcement Officers (HELP Program)
Intake Clerks (HELP Program)
Legal Recording Clerks (HELP Program)
Medicaid Clerks (HELP Program)
Principal Clerks (HELP Program)
Principal Legal Recording Clerks (HELP Program)
Public Health Program Managers (HELP Program)
Recording Clerks (HELP Program)
Senior Clerks (HELP Program)
Senior Legal Recording Clerks (HELP Program)
Senior Motor Vehicle Examiners (HELP Program)
Senior Public Health Educators (HELP Program)
Services Assistants (HELP Program)
Sign Maintenance Supervisors (HELP Program)
Veteran Benefit Counselors (HELP Program)
WIC Assistants (HELP Program)
WIC Nutrition Aides (HELP Program)

All Towns:

Bookkeeper (HELP Program)
Dispatcher/Meter Readers (HELP Program)
Director of Parks and Recreation (HELP Program)
Building Inspectors (HELP Program)
Zoning Clerks (HELP Program)
Deputy Fire Marshalls (HELP Program)
Building Code and Enforcement Officers (HELP Program)
Code Compliance Officers (HELP Program)
Code Enforcement Officers (HELP Program)
Communication Directors (HELP Program)
Housing Assistance Representatives (HELP Program)
Senior Treatment Plant Instrumentation Electricians (HELP Program)

Senior Water Maintenance Supervisors (HELP Program)
Water Treatment Plant Operations Engineers (HELP Program)
WWTP Instrumentation Electricians (HELP Program)

All School Districts

Business Manager (HELP Program)
Human Resources Specialists – School (HELP Program)
School Secretaries (HELP Program)
Supervising Custodians (HELP Program)

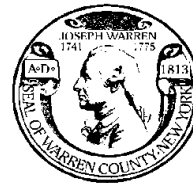
Town of Bolton

Director of Planning and Zoning (HELP Program)

Towns under 5,000 population

Zoning Administrator (HELP Program)
Zoning Enforcement Officer (HELP Program)

Warren County Department of Human Resources



QUALIFIED INCUMBENT EXAMINATION (QIE) APPLICATION and EMPLOYER NOMINATION

CANDIDATE'S INTENT NOTIFICATION

Please consider this my application to participate in the Qualified Incumbent Examination for

the position of _____ (HELP Program), Exam # _____

Name _____ Signature _____ Date _____

Email _____ Phone: _____

EMPLOYER NOMINATION

As appointing authority for _____ (department/agency name),

I nominate _____ (employee name) serving in the title of

_____ (HELP Program) for the related Qualified

Incumbent Examination.

Employer's Name _____

Employer's Signature _____ Date _____

For use by Warren County Human Resources only		
QIE/Roster review		Score:
Date established to list		
Certification sent to AA		
Date permanently appointed		

Return this completed form to:
Warren County Human Resources
1340 State Route 9
Lake George, NY 12845

Email: civilservice@warrencountyny.gov