Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

Qualified Incumbent Examination (QIE) Announcement

Be advised this Examination is ONLY applicable for Employees serving in qualified Montgomery County HELP Titles

PRINCIPAL CLERK (HELP PROGRAM)
Exam No: 26-037

For agencies under the jurisdiction of Montgomery County, NY

Applications Accepted Continuously Until the termination of the NY HELPS Program.

This is a Qualified Incumbent Exam. See the **HOW TO QUALIFY** section to see if you meet the eligibility requirements. Read carefully and save for future reference.

SALARY: $39,463.00

HOW TO QUALIFY: This is a Qualified Incumbent Examination. Your qualifications and your employment will be evaluated. If you are found "Not Qualified," you will not receive a score.

Eligibility Requirements: Eligibility Requirements: You must be currently employed by Montgomery County in a NYS approved HELP title and have served within the above referenced HELP title for at least 6 months.

Anticipated eligibility: If you have not served for at least 6 months, you may participate in the examination but will be restricted from competitive appointment until such a time as you reach 6 months of service in the NY HELPS position.

To participate in the QIE exam you must complete the online application and attach the QIE Employee Form.

Seniority and Veterans credits are not permitted for Qualified Incumbent Examinations.

The Test Results: After you have submitted your examination, you will be informed of the test results. If you are found Qualified, you will receive a score of 70. The eligible list for this QIE will be established as a continuous recruitment eligible list and your score will be added to the list. You will be notified by e-mail of your final test results.

Penalty for Misrepresentation: Any intentional misrepresentation on the application or examination may result in disqualification.
This examination is being held pursuant to Civil Service Law, sections 17.4 and 57 and the Montgomery County Civil Service rules.