



## ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

### **Special Rights to Applicants Serving Military Duties**

Members of the organized militia or reserves who, because of active military duty other than for training purposes, are unable to file an application by the appropriate deadline, or who are able to file but are unable to participate in the scheduled examination due to a military commitment, may be eligible for participation in examination.

In order to be eligible for participation, candidates must meet one of the following criteria:

1. Any member of the organized militia or reserves who, because of active military duty other than for training purposes, is unable to participate on the scheduled examination date due to eligible military service, but filed an application prior to the application deadline, shall be given a special military make-up exam. The make-up examination will be administered under the guidelines set forth by Albany County Department of Civil Service. Candidates who participate in a special military make-up examination under this section must file using the appropriate application procedures listed below.
2. Any member of the organized militia or reserves who, because of active military duty other than for training purposes, misses the application deadline for scheduled examination and who returns from such duty prior to the administration of such examination, shall be granted a waiver of the application deadline requirement and be allowed to compete in the examination. Depending on administrative capabilities, the candidates who are eligible under this section may be required to compete according to the Albany County Department of Civil Service's alternate test date procedures. Candidates who participate in an examination under this section must file using the appropriate application procedures listed below.

### **Application Procedures for Special Military Make-up Examination or Participation in Examinations after the Filing Deadline**

In order to be eligible for a make-up examination or to participate in the scheduled examination after the application deadline has passed, candidates serving in eligible military duty must submit copies of the following information:

- ❖ A copy of military orders, a DD214 or other official military documentation that substantiates his or her military service during the application filing period or on date of the scheduled examination;
- ❖ An original Application for Examination or Employment (ACS-21) for the examination(s);
- ❖ The appropriate filing fees for examination(s).

A candidate who wishes to participate in a military make-up examination must follow the application procedures and submit application materials no later than thirty (30) days after release from active duty in order to be eligible for participation in the scheduled examination or a special military make-up examination. The candidate must include an Alternate Test Date application with his or her application materials if he or she is unable to participate in the originally scheduled examination date due to an eligible military commitment or due to administrative difficulties of the Albany County Department of Civil Service.

A candidate who is qualified to participate in the examination under the criteria outlined in #2 above is a conditional candidate, and will not be added to any eligible list until he or she meets the minimum qualifications prescribed on the examination announcement, has filed all the application materials outlined above, and achieves a passing score on the examination.

Questions on this policy and the procedure for applying may be directed to the Albany County Department of Civil Service:

112 State St., Room 900  
Albany, NY 12207  
Phone: (518) 447-7770