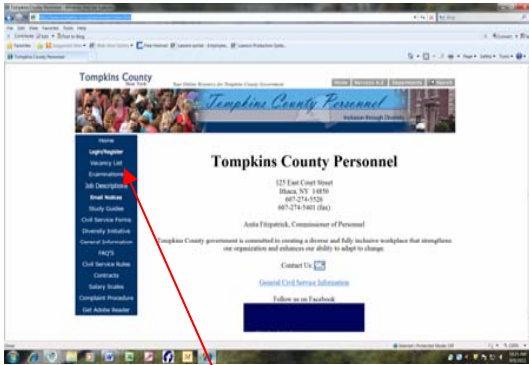
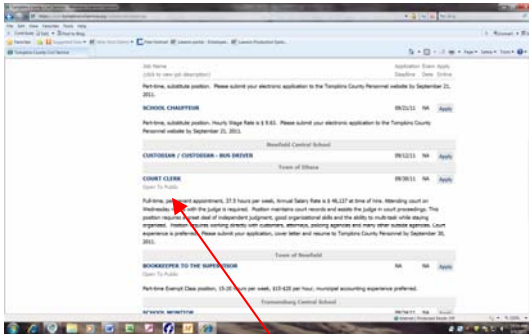


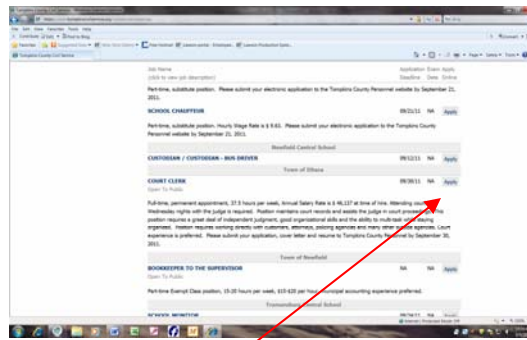
1. Open your internet browser and type <http://www.tompkins-co.org/personnel> in the address box and hit return.



2. To view all current vacancies and/or exams click on the appropriate button in the blue section on the left side of the screen. The vacancies are listed by agencies, i.e.: Tompkins County, towns, villages, school district. All examinations are listed in alphabetical order by title.



3. Click on the job title to view the job description, including minimum qualifications, in a new window.

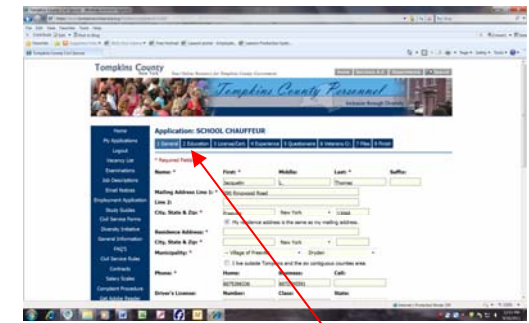


4. If you are interested and meet all of the qualifications, close this window to return to the Vacancy list and/or Examinations list and click the **Apply** button to the right of the job title.

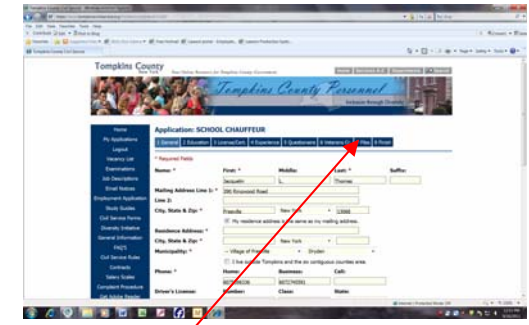


5. If you are already a registered user, login with your username and password and follow the instructions. If you are NOT a registered user, follow the on-screen instructions and complete the fields under Register.

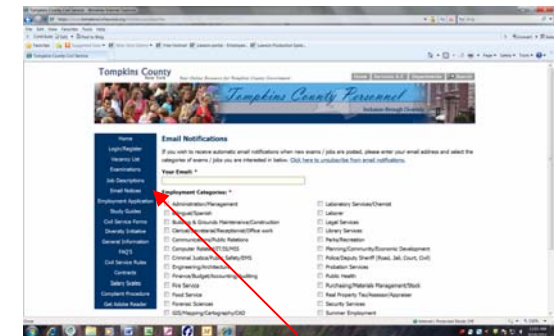
**For assistance, contact the
 Personnel Department
 125 East Court Street
 Ithaca, NY 14850
 (607) 274-5526
personnel@tompkins-co.org**



6. Complete the fields on each tab of the application and click Submit Finished Application under the Finish tab.



7. You may attach documents (e.g., cover letter, résumé, licenses) under the Files tab.



8. To receive email notifications of vacancies or examinations in your area of interest as they are posted, click on the Email Notifications button on the left, enter your email and select your areas of interest.

If you do not have access to a computer with internet service, please feel free to visit any of the following locations:

Tompkins County Personnel

125 East Court Street
Ithaca, NY 14850
607-274-5526

Tompkins County Public Library

101 East Green Street
Ithaca, NY 14850
607-272-4557

Tompkins Co. Workforce Development Center

Center Ithaca, Suite 241 – 243
Ithaca, NY 14850
607-272-7570

GIAC

301 West Court Street
Ithaca, NY 148050
607-272-3622

Southworth Library

24 West Main Street
Dryden, NY 13053
607-844-4782

Groton Public Library

112 East Cortland Street
Groton, NY 13073
607-898-5055

Newfield Public Library

Main Street
Newfield, NY 14867
607-564-3594

Ulysses Philomathic Library

61 East Main Street
Trumansburg, NY 14886
607-387-5623

Improvements to the Civil Service Application and Examination Processes

In order to enhance our customer service we have implemented a new online application process that introduces an easier way to submit job applications. This secure website enables you to become a registered user and submit electronic applications for vacancies and examinations.

Once you have registered and your application is submitted, you may:

- track your applications online,
- have a complete history of previous applications,
- be able to quickly submit new applications with a click of a button,
- review your eligible lists,
- check your exam scores,
- complete the training and experience exams at the time of application,
- sign up to receive email notifications of new examinations and vacancies in your area(s) of interest as they are posted,
- receive all correspondence via email.

Follow Tompkins County Personnel On Facebook! We post examinations, final filing dates, vacancies, and outreach times and locations.



GUIDE TO EMPLOYMENT OPPORTUNITIES WITH

TOMPKINS COUNTY GOVERNMENT

Inclusion Through Diversity
www.tompkins-co.org/personnel



ONLINE APPLICATION INSTRUCTIONS

All available job openings and examinations are posted on our website and require online applications. Please follow the enclosed instructions to start pursuing a new career opportunity with us at Tompkins County.



Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change.