- 1. Open your Internet browser and enter tompkinscivilservice.org
- 2. Select the Login/Register tab



3. If you are already a registered user, login with your username and password and skip to step 8. If you are NOT a registered user, please continue from step 4.

4. Fill in the requested information under register (You may want to write down your desired username and password to use each time you login.) The last question asks if you have applied with Tompkins County before. Since you have not filed an electronic application previously, please select the "no" circle. Select the "create account" button.

ь	Login	or Register
iuman Resources Home	Use of this online civil service application requi login with an existing account or register a nev account, you must have a valid email address.	res an account linked to a valid email address. You may v account using the forms below. To register a new A confirmation email will be sent to you via email with
	instructions on how to complete setting up you	ir account.
Employment Opportunities	Register	Login
Vacancy List	Your Email: *	Username or Email: *
Examinations List		
Job Descriptions	First Name: *	Password: *
General Information	Last Name: *	Password is case sensitive.
Contracts/Salary Scales		Login
	Desired Username: *	Lost Password?
	Minimum 3 characters, do not use spaces	Lisername or Emails *
	Password: *	
contact Information		Enter your username or email and we'll
UMAN RESOURCES DEPARTMENT	Minimum length 4 characters, case sensitive.	send you your account information.
25 East Court Street	Confirm Password: *	Send My Info
haca, NY 14850 507) 274-5526		
mail Us	Last 4 Digits Of Your SSN: *	
iew Full Info and Map		
	We use the last 4 digits of your social security number to make it easier for	
	you to reapply for jobs at Tompkins	
	County.	
	Have you applied for a job/examination a	at
	Tompkins County before?	
	U Yes U NO	

5. The screen below will display once you have selected "create account". You may want to leave it open so that you can cut and paste the activation key that will be sent to your email. It is not a problem if this is not open because there will be a URL that you may choose in your email that will return you to our website.

	Account Activation		
Human Resources	An activation key has been sent to your email address. Either enter the key in the field below, or click the link contained in the email to activate and login to your new account.		
Login/Register	Activation Key:		
Employment Opportunities Vacancy List	Submit		
Examinations List	What if I did not receive the activation email?		
Job Descriptions	The email may take a few minutes to send. If after several minutes you still have not received the email, try one of the options below.		
General Information	Click here to resend activation email		
Contracts/Salary Scales	Click here to try a different email address		

6. Now you will need to open your email. The email notification should read: Tompkins County Department of Human Resources <noreply@tompkinscivilservice.org>: User Registration. If you do not see the email from Tompkins County, please check your spam and junk folders. The email will read as follows:

"Thank you for registering with Tompkins County Department of Human Resources' Online application service. Your activation code is: XXXXXXXXXXX You may also activate your account by visiting this unb

You may also activate your account by visiting this url: ..."

It may take a couple of minutes for the email to come through, so please allow five minutes to go by before attempting to send another code. Once you have entered the activation key you should see the screen below.



If you still haven't received an email with the activation code after the second attempt, please contact the Tompkins County Human Resources Department (please go to "Contact Us" link on last page of these instructions)

7. Once your account has been activated moving forward you will use the "login" section. Whenever you need to access your applications or want to apply for more positions, use the "login" section ONLY! Do NOT fill out the "registration", "login", and "password recovery" all at the same time. This can cause confusion to all parties involved. Fill out only the login section as circled below.

Use of this online civil service application requiries login with an existing account or register a new account, you must have a valid email address. A instructions on how to complete setting up your	es an account linked to a valid email address. You may account using the forms below. To register a new A confirmation email will be sent to you via email with r account.
Register Your Email: *	Login Username or Email: *
First Name: *	Password: *
Last Name: *	Password is case sensitive.
Desired Username: *	Lost Password?
Minimum 3 characters, do not use spaces. Password: *	Username or Email: *
Minimum length 4 characters, case sensitive.	Enter your username or email and we'll send you your account information.
	Use of this online civil service application requir login with an existing account or register a new account, you must have a valid email address. / instructions on how to complete setting up your Register Your Email: * First Name: * Last Name: * Desired Username: * Minimum 3 characters, do not use spaces. Password: * Minimum length 4 characters, case sensitive. Confirm Password: *

8. Once you have logged into your account, go ahead and scroll through the vacancy list and/or examinations list.
9. To view all current open positions click on the "vacancy list" tab. The jobs are separated by agencies, ex: Tompkins County, towns, school districts, villages. Under each agency the are sorted alphabetically.
10. To view current civil service examinations go to the "examinations list" tab. All exams are listed in alphabetical order by title.

LIVING in Tompkins	LEARNING in Tompkins	NG VISITING BUSINESS sins Tompkins in Tompkins		COUNTY Government	
Online Services 🔻	Depart	tments 🔻 📩 1	ompkins A to Z 🔻	? How Do I 🔹	
ou are here: Home >Huma	n Resources				
1		Curre	nt Vacancy Lists		
Iuman Resources	1				
Human Resources Home	Promotion employees.	al means that applications are	accepted only from current To	mpkins County Civil Service	
My Applications	Open To P	Open To Public means that applications are accepted from residents of Tompkins or one of the six			
ogout	P Residency	Waived means that anyone r	na, Cayuga, Chemung, and Sci nav apply	nuyler.	
Employment Opportunities Vacancy List	Application each posti	ns must be completed and ng.	submitted by 4:30 p.m. on t	he final filing date of	
Examinations List	Allow plen the system	ty of time to complete you and pulled forward into y	first application. The inform our subsequent applications	mation will be saved in 5.	
	The period	of a vacancy posting is su	pject to change by the hirin	g authority.	

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

General Information	Job Name	Exan	n Application Deadline	Exam	Apply	
Contracts/Salary Scales	(click to view job description)	No.		Date	Online	
Benefits	TOMPKINS COUNTY					
	AUTOMOTIVE MECHANIC (HIGHWAY)	NA	12/08/24 4:30PM EST	NA	Apply	
Contact Information	BUDGET DIRECTOR Residency Waived	NA	11/19/24 4:30PM EST	NA	Apply	
UMAN RESOURCES DEPARTMENT	Please submit a cover letter and resume.					
125 East Court Street Ithaca, NY 14850 (607) 274-5526	CASEWORKER • Continuous Recruitment	NA	NA	NA	Apply	
nail Us ew Full Info and Map	CASEWORKER - LATERAL TRANSFER OPPORTUNITY	NA	NA	NA	Apply	
	TRANSFER QUALIFICATIONS:					
	This is a lateral transfer opportunity. In order to be eligible, you must be permanent and past probation in the title of Caseworker. Vacancies occur regularly in the title of Caseworker in the Tompkins County Social Services and Mental Health departments. Hiring managers will be viewing					

13. Complete the fields on each tab of the application. Please be sure to throughly look over your information seeing as it CANNOT be edited once submitted.

LIVING in Tompkins	LEARNING VISITING BUSINES in Tompkins Tompkins in Tompk		BUSINESS in Tompkins	COU Gove	COUNTY Government P How Do I	
Online Services 🔻	Departm	nents 🔻 📩 Tor	Tompkins A to Z 🔻			
You are here: Home >Hur Human Resources Human Resources Home	nan Resources	APPLICATION rintable version of this applicat	EBUDGET DIR ion (pdf). erience 5 Questionnaire 6 Ve	ECTOR	۲ <mark>۹</mark> 8 Finish	
My Applications	* Required Fire	elds				
Logout	Name: *	First: *	Middle:	Last: *	Suffix	
Employment Opportunities						
Vacancy List	Mailing Add	ress Line 1: *				
Frankland Link	Line 2					
Examinations List	Line Zi					
Job Descriptions	City, State 8	k Zip: *	AK	~		
Job Descriptions	City, State 8	a Zip: *	AK ce address is the same a	∽ s my mailing ad	ldress.	
Job Descriptions	City, State 8 Residence A	k Zip: *	AK ce address is the same a	∽ s my mailing ad	ldress.	

14. You may attached documents (cover letter, resume, license) under the files tab. **Please note that Civil Service Laws prohibit our office from evaluating resumes. We may only evaluate what is in the body of the application.** 15. Once you have filled in all the information and are ready to submit press "Submit Finished Application" on the last tab "Finish".

16. Our office will review your application within a 24 hour window and send a letter or email (depending on what you've selected. Our office recommends using both postal and email services) if any further information is needed.

If you have any questions or issues with this process please reach out to our office by filling out the linked form below.

Contact Us

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

Tompkins County Public Library

101 E. Green St, Ithaca, NY 14850 607-272-4557

GIAC

301 W. Court St, Ithaca, NY 14850 607-272-3622

Southworth Library

24 W. Main St., Dryden, NY 13053 607-844-4782

Newfield Public Library

198 Main St., Newfield, NY 14867 607-564-3594

Ulysses Philomathic Library

74 E. Main St., Trumansburg, NY 14886 607-387-5623

Groton Public Library

112 E. Cortland St., Groton, NY 13073 607-898-5055