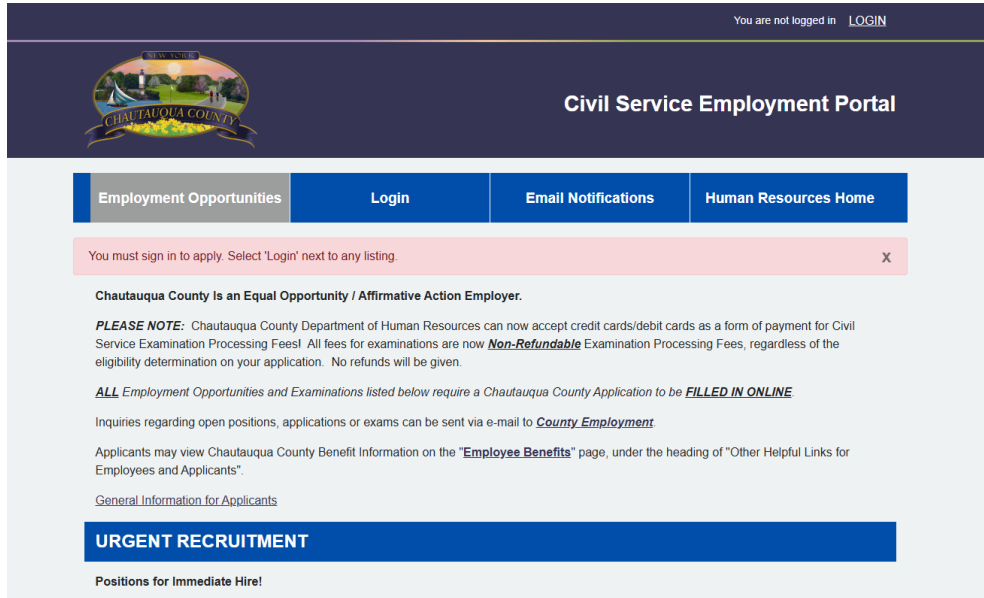


APPLYING TO JOBS AND/OR EXAMS THROUGH THE CHAUTAUQUA COUNTY EMPLOYMENT PORTAL

For Best results – applying should be done on a computer or laptop with Chrome web browser.

Do not copy and paste from other applications or sites

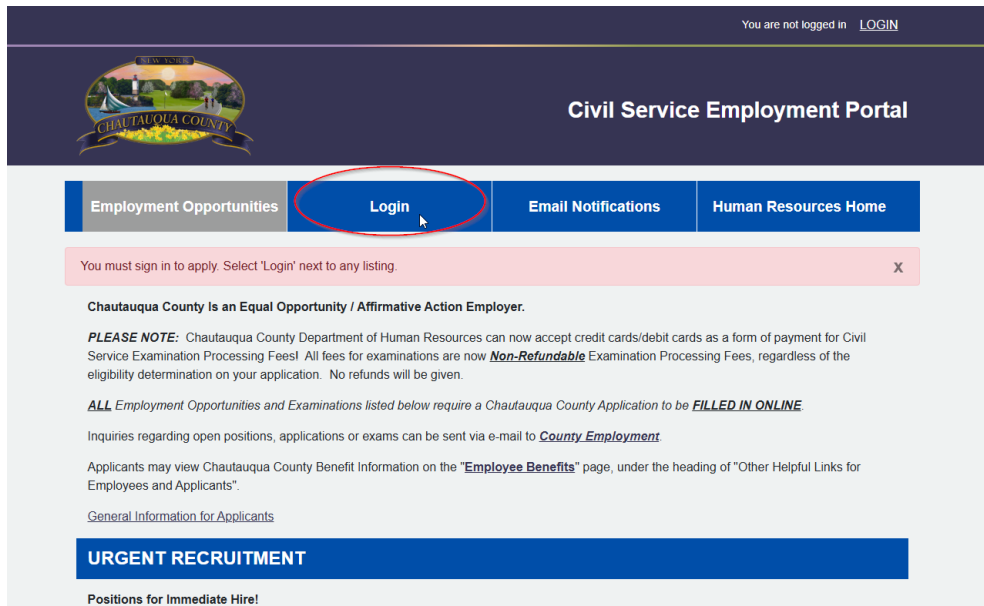
1. Go to the Employment portal website: <https://chautauqua-portal.mycivilservice.com/>



The screenshot shows the homepage of the Civil Service Employment Portal. At the top right, it says "You are not logged in LOGIN". The main header features the Chautauqua County logo on the left and the text "Civil Service Employment Portal" on the right. Below the header is a navigation bar with four tabs: "Employment Opportunities", "Login", "Email Notifications", and "Human Resources Home". A pink notification bar below the navigation bar states: "You must sign in to apply. Select 'Login' next to any listing." with a close button (X). The main content area includes the following text:
Chautauqua County Is an Equal Opportunity / Affirmative Action Employer.
PLEASE NOTE: Chautauqua County Department of Human Resources can now accept credit cards/debit cards as a form of payment for Civil Service Examination Processing Fees! All fees for examinations are now **Non-Refundable** Examination Processing Fees, regardless of the eligibility determination on your application. No refunds will be given.
ALL Employment Opportunities and Examinations listed below require a Chautauqua County Application to be **FILLED IN ONLINE**.
Inquiries regarding open positions, applications or exams can be sent via e-mail to [County Employment](#).
Applicants may view Chautauqua County Benefit Information on the "**Employee Benefits**" page, under the heading of "Other Helpful Links for Employees and Applicants".
[General Information for Applicants](#)

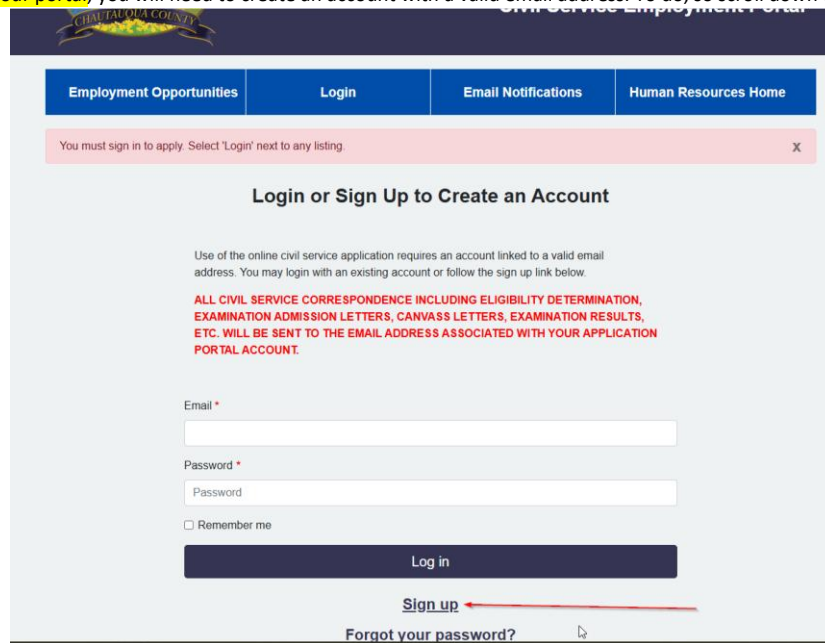
Below this text is a blue banner that reads "URGENT RECRUITMENT" and "Positions for Immediate Hire!"

2. Click on the **Login** Tab (next to Employment Opportunities):

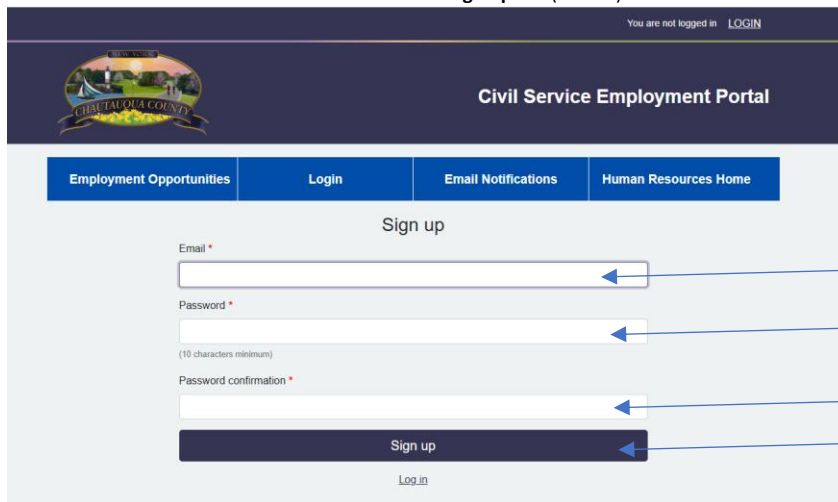


This screenshot is identical to the previous one, but with a red oval highlighting the "Login" tab in the navigation bar. A mouse cursor is visible over the "Login" tab. The rest of the page content remains the same.

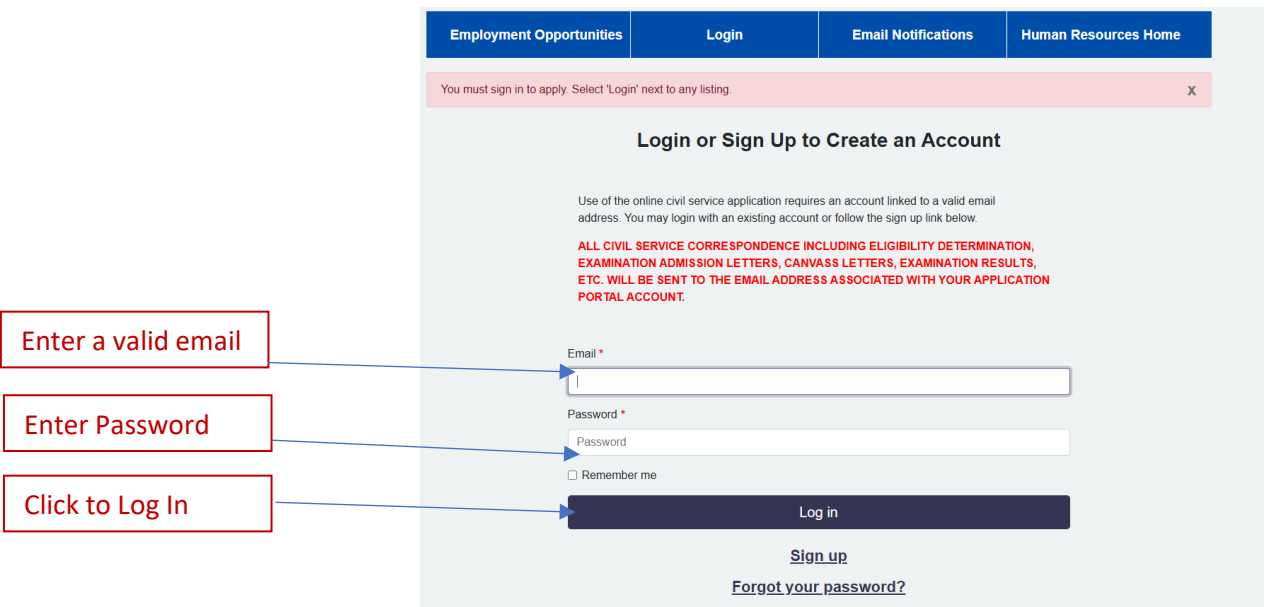
3. If you are **new** to our portal, you will need to create an account with a valid email address. To do, so scroll down to **Sign up**:



4. Once you have clicked on **Sign up** you will need to enter a valid email address and a password that you will remember. Re-enter your password in the Password confirmation section and click the **Sign up** bar (in blue):



5. If you already have an account, enter your valid email and password and click the Log in bar.



- If you have entered a valid email and password, you will see that you are now logged into the portal correctly:

My Applications | My Account | LOGOUT

Civil Service Employment Portal

Employment Opportunities | Login | Email Notifications | Human Resources Home

Welcome! You have signed up successfully. X

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[General Information for Applicants](#)

URGENT RECRUITMENT

Positions for Immediate Hire!

Once you are logged in to your account, if you want to check to see if you have applied to the same title in the past or started an application you will see any new, incomplete, expired or already submitted applications by clicking on the "My Applications" link in upper right corner of screen:

My Applications | My Account | LOGOUT

Civil Service Employment Portal

Employment Opportunities | Login | Email Notifications | Human Resources Home

Signed in successfully. X

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[General Information for Applicants](#)

My Applications | My Account | LOGOUT

Civil Service Employment Portal

Employment Opportunities | Login | Email Notifications | Human Resources Home

This is a list of your applications.

Start Date Exam #	Status	Title	Deadline	Date Submitted
04/16/2025 1280 (SDOPF)	Incomplete	Account Clerk	N/A	
03/20/2025 N/A	Incomplete	Book Clerk II (Full-time @ St. Joseph & St. Vincent)	N/A	

Civil Service Employment Portal

Employment Opportunities | Login | Email Notifications | Human Resources Home

This is a list of your applications.

Start Date Exam #	Status	Title	Deadline	Date Submitted
11/21/2025 N/A	Complete	Administrative Assistant	12/14/2025	11/21/2025
11/21/2025 N/A	Complete	Customer Care Services Center	N/A	11/22/2025
08/04/2025 1394 (SDOPF)	Complete	Office Clerk (S&S)	08/27/2025	08/04/2025
05/28/2025 1115 (SDOPF)	Complete	Customer Occupational Therapy Assistant	06/17/2025	05/28/2025
05/28/2025 1115 (SDOPF)	Complete	Customer Occupational Therapy Assistant	06/17/2025	05/28/2025
05/13/2025 1311	Complete	CASEWORKERS	N/A	05/13/2025

7. To apply, scroll through the sections to find a title you are interested in:

URGENT RECRUITMENT

– titles listed are immediate employment opportunities that may or may not require a civil service examination at a later date. No fee is needed to apply at this time.

EXAMINATIONS OPEN TO ALL QUALIFIED INDIVIDUALS

(Competitive) - titles that are under current announcement for the title specific Civil Service Exam. Anyone who meets the stated minimum qualifications can apply.

PROMOTION EXAMINATIONS

(Competitive)- **PLEASE READ MINIMUM QUALIFICATIONS CAREFULLY!** – these titles are promotional exams for those holding specific titles within a specific agency. Please remember, application processing fees are **NON-REFUNDABLE**. If you do not meet the minimum qualifications, your fee **WILL NOT** be refunded!

CONTINUOUS RECRUITMENT EXAMINATIONS

(Competitive) - these titles are open to the public. Anyone can apply. We hold examinations for these titles twice a year – once in the Spring and once in the Fall pending on the State Exam Schedule. Applications received are held for the next available examination.

OTHER JOB OPPORTUNITIES

(Non-Competitive) - titles do not require an exam/fee. Can be applied to year-round and kept on file until an opening is available.

8. Click on that title to open up a description of the job or the exam announcement:

CONTINUOUS RECRUITMENT EXAMINATIONS

Exams are open to the public - periodically held throughout the year - **applications accepted continuously.**

Exam #	Title (click to view announcement)	Date of Exam	Apply
1280 (2026F)	Account Clerk	Continuously Accepted	Apply
1311 (2026F)	Caseworker	Continuously Accepted	Apply
1115 (2026F)	Certified Occupational Therapy Assistant	Continuously Accepted	Apply

[Job Opportunity](#)

[Exam Announcement](#)

ENGINEER III
CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES
SALARY RANGE: \$70,676.00 - \$108,563.00/YEAR + BENEFITS

The Chautauqua County Department of Public Facilities is currently accepting applications for the title of Engineer III. This position is Full-Time at 40 hours per week. Under general supervision, an Engineer III plans and supervises the technical activities of an engineering section of a public works department or acts as a consultant to a technical or administrative supervisor. Work entails the application of civil engineering skills to various projects undertaken in connection with surveys and the design, inspection, investigation and construction of public works, sewage facilities, air and other pollution control systems, and buildings. Work is reviewed by an administrative or technical supervisor through discussions and inspections, principally for determining general progress and adherence to departmental policies and regulations. Supervision is exercised over a staff of professional, technical and clerical employees. Does related work as required. Salary commensurate with experience.

Typical Work Activities:

- Supervises and participates in the design and construction of highways, bridges, buildings, parking fields, sewers, sewage treatment facilities, sanitary landfill projects or other public works structures;
- Supervise the preparation of right-of-way maps, legal descriptions, and survey sketches of right of way parcels;
- Supervises field surveys, testing and monitoring activities, prepares cost estimates and supervises inspections for conformance with contract specification;
- Supervises and participates in the structural inspection of bridges as mandated by Federal and State laws;
- Reviews plans and specifications provided by consulting engineers and architects; makes modification recommendations;
- Appears as expert witness before courts, commissions and boards of arbitration;
- Prepares requests for proposals, assists in consultant selection and monitors consultant performance;
- Monitors contractor's performance;
- Attends meetings representing the Director or his Deputies, conducts special investigations as assigned, consults with other governmental agencies, negotiates with consultants and contractors and interfaces with permitting agencies.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Personal Days
- NYS/ERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- 13 Paid Holidays
- Vacation & Sick Time
- Life Insurance
- NYS Deferred Compensation
- Wellness Program

Minimum Qualifications: Possession of a Professional Engineer's License issued by the State of New York, and two (2) years of professional, post license experience in either civil, sanitary or solid waste engineering.

Additional Requirements:

- Possession of a Professional Engineering (PE) license issued by the State of New York at the time of application, appointment and during employment in this classification.
- At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

PLEASE POST CONSPICUOUSLY

County of Chautauqua in the State of New York Announces:

ACCOUNT CLERK
Examination Number #1280
Salary: County of Chautauqua - \$20.51 - \$26.23/Hour
Salary: Towns, Schools, Villages - Varies by Agency

OPEN TO THE PUBLIC

Examination To Be Held: Frequently **Applications Accepted Up To: Continuously**

Updated on 1/2/2026 by Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, NY 14757 (716) 753-4237

Exam announcements and application forms are available on the Internet at chgo.gov - Click on "Employment"

APPLICATION AND EXAMINATION PROCESS: Applications may now be completed online at: <https://chautauqua-portal.mycivilservice.com/>. Your application is part of the examination process. **TO APPLY** you must create an online account and answer all questions with complete information. Vagueness or ambiguity will **NOT** be interpreted in your favor. We do **NOT** refer to other applications or resumes on file for additional information. Applicants that do not show training and/or experience to meet minimum qualifications may be disqualified.

A non-refundable examination processing fee of \$15.00 will be required at the time of application, for each separately numbered examination for which you apply. **Fee may be paid by credit/debit card. We cannot accept cash.** All fees for examinations are **Non-Refundable Examination Processing Fees**, regardless of the eligibility determination on your application. As no refund will be made, you are urged to review the examination announcement carefully, to compare your qualifications with the requirements for admission, and to file only for those examinations for which you are clearly qualified.

EXAMINATION PROCESSING FEE WAIVER: A waiver of examination processing fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination processing fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for examination processing fee waiver are subject to verification. If you can verify eligibility for an examination processing fee waiver, complete the appropriate section of the Application and submit it by the Application Deadline as listed on the Examination Announcement.**

VACANCIES: Account Clerk vacancies which occur or which exist in Chautauqua County Departments and Agencies, Towns, Villages, Cities, School Districts, and Board of Cooperative Educational Services (B.O.C.E.S.), Second Supervisory District, Erie-Chautauqua-Cattaraugus Counties, will be filled by certified persons who have qualified under the Chautauqua County Continuous Recruitment Program. Successful examination candidates will have a maximum of 1 year of eligibility when placed on the eligible list. Candidate's names will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. Chautauqua County reserves the right to terminate the continuous recruitment program at any time.

DUTIES: This is routine clerical work involving application of standardized account-keeping practices in maintaining and checking financial accounts and records. An employee in this class usually works under direct supervision on standard routine assignments in accordance with detailed procedures with supervisors being available for consultation on unusual problems and for giving detailed instructions on new assignments. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross-checking and by other steps in the account-keeping process.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience; OR
 A. Successful completion of 30 semester credit hours of college or business school with a concentration in account keeping and one (1) year of office clerical experience; OR
 B. One (1) year of office clerical experience which shall have involved the maintenance or auditing of financial accounts or records.

EDUCATION/AGE REQUIREMENT: Candidates who will meet education/age requirements within 12 months of the exam date, will be permitted to take the examination but will not be eligible for canvassing or permanent appointment until proof of fulfilling the education/age requirements have been furnished to this office. It is the sole responsibility of the candidate to provide all necessary transcripts for required education and a copy of the required license or professional certificate upon completion.

PAY CLOSE ATTENTION TO THE MINIMUM QUALIFICATIONS STATED!

9. If you meet the minimum qualifications stated, go back to the main page and click on the “Apply” button to the right of the title:

CONTINUOUS RECRUITMENT EXAMINATIONS			
Exams are open to the public - periodically held throughout the year - applications accepted continuously.			
Exam #	Title (click to view announcement)	Date of Exam	Apply
1280 (2026F)	Account Clerk	Continuously Accepted	<input type="button" value="Apply"/>
1311 (2026F)	Caseworker	Continuously Accepted	<input type="button" value="Apply"/>
1115 (2026F)	Certified Occupational Therapy Assistant	Continuously Accepted	<input type="button" value="Apply"/>

10. A dialogue box will pop up. Please read and click on the green “I Agree” button to proceed:

Application Information ✕

ANNOUNCEMENT OF EXAMINATION OR POSTING OF JOB VACANCY:
 Before completing your application please carefully read the announcement for this posting. The applicant **MUST** meet the minimum qualifications as they are stated on the announcement.

NOTE: Please be sure all information is accurate and complete, **once you submit this application you will not be able to make any changes to it.**

11. After clicking on the “I Agree” button, the application will open for you to complete:

My Applications | My Account | LOGOUT

Civil Service Employment Portal

* General Information

* Education & Training

Licenses

* Employment History

* Attachments

* Complete

Application for Examination or Employment

Application For: [1280 (2026F)] Account Clerk

Chautauqua County Is an Equal Opportunity / Affirmative Action Employer

It is Chautauqua County's policy to not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity or expression, genetic information, or any other class of individuals protected from discrimination under state or federal law. Employment decisions are based on qualifications, merit and business needs.

Carefully read the appropriate announcement before completing this form. Answer all questions with complete and detailed information. An incomplete application may result in disqualification. This application is used for employment within Chautauqua County Civil Service and may be part of your examination. All statements are subject to verification. If you need assistance or reasonable accommodation in the application process, please contact our office.

Section Key: ✔ - complete | ✘ - incomplete / errors | ● - unopened

* Required

12. Information marked with a red asterisk (*) is required and must be entered along with any boxes, that are applicable to you, checked:

Personal Information

Social Security Number *

First Name * MI Last Name *

Please provide any other assumed name(s) or nickname(s) relevant to enable a check on your work record

Mailing Address (if P.O. Box, fill in Physical Address)

Mailing Address *

Mailing City * Mailing State * Mailing Zip Code *

My Physical Address is the same as My Mailing Address

Residence Address (Only if different from your Mailing Address)

Residence Street Address

City State Zip Code

13. Proceed through each section (tab), entering your information and continue to the next section:

My Applications | My Account | LOGOUT

Civil Service Employment Portal

General Information * Education & Training * Licenses * Employment History * Attachments * Complete *

Application for Examination or Employment

General Information * **Education & Training *** Licenses * Employment History * Attachments * Complete *

Application for Examination or Employment

Application For: [1280 (2026F)] Account Clerk

Positions and examinations may require specific course work. You may list the course work you completed below. If you claim credit for a partially completed college curriculum list the completed courses and credit or semester hours. Indicate how many credit hours or courses are required for graduation. Do NOT send an official transcript unless requested on the examination announcement.

High School Information

Do you have a High School/Equivalency Diploma? * Yes No

If No, indicate highest grade completed:

Name of High School or Issuing Governmental Authority:

College, University, Professional or Technical School

You may add as many as needed by selecting the "Add School/Course Information" button to add another one.

+ Add School/Course Information

Save and Continue

All applicable information, education, and job experience must be entered.
We will not refer to resumes, letters, recommendations, or other applications submitted.
Any required degrees, licensing, or credentials must be attached before submitting.
Eligibility will be determined based on what **YOU** enter.