

**CITY OF NORWICH ANNOUNCES**  
**OPEN-COMPETITIVE EXAMINATION**

**Parking Enforcement/Dog Control Officer**

**LAST FILING DATE: February 10, 2012**

**SALARY: TBD**

**EXAMINATION DATE: March 17, 2012**

**EXAM NUMBER: 69149**

**VACANCY:** Eligible list will be used to fill vacancies as they occur.

**RESIDENCY:** Candidates must be legal residents of Chenango County or one of the contiguous counties (Broome, Cortland, Delaware, Madison or Otsego) for a least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

**DUTIES:** This is a dual position involving the patrol of an assigned area to enforce the state and municipal parking laws, ordinances and regulations and the provisions of the New York State Agriculture and Markets Law and municipal ordinances for the control of dogs, including their seizure, impoundment and euthanasia. The incumbent is authorized to issue appearance tickets for violations of : municipal parking regulations ; Agriculture & Markets Law; and municipal ordinances for the control of dogs. Does related work as required.

**MINIMUM QUALIFICATIONS:**

1. By date of appointment candidate must at least 18 years old, be a high school graduate or holder of an equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level; and
2. Possession of a valid New York State driver's license.

**SUBJECT OF EXAMINATION:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Applying Written Information Relevant to the Parking Enforcement Field**

These questions are designed to test how well the candidates can apply written information in the form of laws, rules, regulations, policies, procedures, directives, etc., to a variety of situations which are likely to arise while carrying out the duties of a Parking Enforcement Officer. Knowledge of parking ordinances and New York State Vehicle and Traffic Law is not necessary.

## **2. Care and Handling of Dogs and Small Animals**

These questions are designed to test the candidate's knowledge of simple disease symptoms and treatments, identification of different breeds, food requirements and the appropriate techniques and methods used in the care of dogs and small animals.

## **3. Clerical Aptitude and Form Completion**

These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters and in transposing these characters to a standardized form. This subtest consists of two parts:

### **Part 1**

The Candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count is required.

### **Part 2**

The candidate is required to read a short, descriptive paragraph and then study a standard report form. The completion of this form is dependent upon the accurate transfer of information between the paragraph and the form., Some of the questions may require the candidate to determine whether or not portions of the form have been filled in completely and accurately. Other questions may require the candidate to fill in designated portions of the form using the information contained in the paragraph. The ability to read and accurately transcribe information is required. Knowledge of particular forms is not required.

## **4. Following directions (maps)**

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

## **5. Understanding and interpreting written material including legal passages**

These questions are designed to test the candidate's ability to understand and interpret the information presented in written material, which may include brief legal passages. Where legal passages are used, knowledge of the laws as they currently exist will not be necessary in order to answer the questions correctly.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**Use of calculators is allowed for this exam:** Candidates are permitted to use either a hand held, battery operated or light sensitive calculator or a slide rule for this examination.

This examination will be prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this written examination.

**EXAMINATION FEE:** A fee of \$15.00 for city of Norwich residents and \$20.00 for non-residents is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. **DO NOT SEND CASH.** Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee or whose personal check is returned for insufficient funds will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall.

**NOTE:** Any member of the Armed Forces of the United States of America who, having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivision and who, due to active military duty is deprived of the opportunity to compete in such examination, shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission by way of a special military make-up examination.

**GENERAL INFORMATION:**

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by call ((518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.
5. All experience required to meet the minimum qualification section is paid full-time experience or equivalent part-time experience.
6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
7. Falsification of any part of the Application for Examination or Employment will result in disqualification.
8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.
9. In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
10. Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can be only be added to a passing score on the examination.  
  
Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
11. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.
12. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: January 23, 2012