

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 69435 FOR

DISPATCHER

DATE OF EXAM

June 1, 2013

LAST FILING DATE

May 16, 2013

SALARY

\$36,706

DISPATCHER EXAM NO. 69435: CITY OF NEWBURGH POLICE/FIRE DEPARTMENTS. PUBLIC SAFETY BUILDING, 55 BROADWAY, NEWBURGH, NY 12550. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDER MADE PAYABLE TO THE CITY OF NEWBURGH ONLY.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN MAY 16, 2013.

APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF MAY 16, 2013. (See reverse side for fee waiver information).

GENERAL STATEMENT OF DUTIES: Performs a variety of routine clerical, administrative and technical work in receiving and dispatching routine and emergency information; keeping official records; and assisting in the administration of the standard operating policies and procedures of the dispatch center.. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

Graduation from high school or possession of a high school equivalency diploma.

SUBJECT OF WRITTEN EXAMINATION: The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. Coding/decoding information.
2. Following directions (maps)
3. Retaining and comprehending spoken information from calls for emergency services.
4. Name and number checking.
5. Understanding and interpreting written material.

An expanded description of the scope of the exam is available at the civil service office upon request.

PERFORMANCE TEST: A performance test will also be held at a later date, to be announced. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. You must pass both the written and performance test to be considered for appointment. You will not be called to the performance test unless you have passed the written test. Since the performance test is qualifying, if you pass the performance test your final score for the examination will be the score which you attain on the written test. Candidates may be invited to the performance test in order of the scores they achieve on the written test. The City reserves the right to give the performance test to only as many candidates as needed to fill available vacancies.

SUBJECT OF PERFORMANCE TEST: The performance test will be administered on a conventional personal computer (PC), using a conventional keyboard but you will not be using a mouse. The test consists of three parts, each preceded by a practice session. It will test your ability to enter the kinds of information that dispatchers and related personnel must process for fire, police and emergency medical services. Each invited candidate will be sent more detailed information prior to the test. In order to pass, you must enter the data at a rate of at least 6,000 keystrokes per hour (approx. 20 words per minute) with an accuracy rate of at least 97.5%.

WAIVERS: If you have passed a performance test of this type, in this or any other local jurisdiction in NYS, within the past five years, you may be entitled to have the performance test waived. Information containing the title and date of the exam and the location in which it was held in, must be submitted with the application prior to the exam.

RETEST: Candidates who fail the performance test will be permitted a retest which will be given on the same day as the original performance test.

CROSS FILING INSTRUCTIONS: If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application 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 application fee waiver are subject to verification. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran's credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators" or dictionaries, or any similar devices are prohibited.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

Note to Handicapped or Disabled Candidates and Saturday Sabbath Observes: If special arrangements for testing are required, indicate so on your application form.

Applications are available Monday – Friday, from 8:30 am to 4:00 at the Civil Service Office, City Hall 83 Broadway, Newburgh, NY 12550, or on-line at www.cityofnewburgh-ny.gov.

CITY OF NEWBURGH IS AN EQUAL OPPORTUNITY EMPLOYER

Richard Gadbois - Chairman
Thomas Barry - Commissioner
Cindy Holmes, Commissioner
Michelle Mills - Administrator
ISSUE DATE: April 26, 2103