

EXAMINATION ANNOUNCEMENT
MUNICIPAL BUS ROUTE SCHEDULER #68536
OPEN COMPETITIVE

EXAMINATION DATE: **OCTOBER 15, 2016**

LAST FILING DATE: **SEPTEMBER 9, 2016**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN **SEPTEMBER 9, 2016**

A \$15.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the PORT JERVIS CIVIL SERVICE COMMISSION. **Do not send cash!** Write the examination number (s) and the applicant's name and on the personal check or money order.

Currently there is one (1) part-time vacancy in the City of Port Jervis. The eligible list resulting from this examination will be used to fill this vacancy and any other appropriate vacancy which may occur during the life of the list.

Salary range: \$ 15.00-19.00/hour

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: This position involves responsibility for assisting in the scheduling and timing of bus routes and drivers for a municipality. Additionally, the incumbent maintains related transportation records. The work is performed under general supervision with considerable leeway allowed in carrying out the details of the work in accordance with established policy. The incumbent does related work as required.

MINIMUM QUALIFICATION: A. Graduation from high school or possession of a general equivalency diploma (GED) **and** B. One (1) year of experience in routing, scheduling or dispatching vehicles.

SPECIAL REQUIREMENTS: Applicant must be at least twenty-one (21) years of age at the time of application.

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

1. Bus Driver Recordkeeping and Scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

- a. Follow written directions to understand the purpose and use of the record, and to understand the question;
- b. Make correct entries in appropriate sections of the record;
- c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

2. 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.

3. Office Record Keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

4. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

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

CROSSFILING: If you have applied for any other civil service examinations 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 (1) test site.

VETERAN’S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office.

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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 of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary 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.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or by sending a stamped, self-addressed legal size envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not knowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: August 4, 2016

Cheryl A. Kent-Biccum
CS Commission Secretary