



MUNICIPAL CIVIL SERVICE COMMISSION

"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York

City Hall, 14-18 Hammond Street, Port Jervis, New York 12771

(845) 858-4000 ext. 4052

pjcsc@citlink.net

COMMISSIONERS

Joan Wagner, Chairperson

Marie Reeves

Marlene Horan

Cheryl Kent-Biccum
Secretary

EXAMINATION ANNOUNCEMENT PUBLIC INFORMATION SPECIALIST #60622 OPEN COMPETITIVE

EXAMINATION DATE: **OCTOBER 29, 2016**

LAST FILING DATE: **SEPTEMBER 22, 2016**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN **SEPTEMBER 22, 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) vacancy in the Port Jervis School District. The eligible list resulting from this examination will be used to fill this vacancy and any other appropriate full-time vacancy which may occur during the life of the list.

Salary range: \$30.00 – \$40.00/hour

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: This is professional public relations work involving responsibility for publicizing and distributing governmental or district news, events, programs, services and facilities. Employees in this class maintain close contact and cooperate with policy making officials and local media representatives. Work is performed independently in accordance with established policies and practices. Supervision may be exercised over subordinate staff.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy;

OR

B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and four (4) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy;

OR

C. High School Diploma or GED and six (6) years experience as a newspaper reporter, in writing, public relations, marketing or in advertising;

OR

D. Any equivalent combination or training and experience as indicated in A-D above.

SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license.

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

1. **EDUCATING AND INTERACTING WITH THE PUBLIC:** These questions test for the ability to communicate with others in a manner consistent with good public relations practices. Questions will cover such concepts as interviewing or gathering information from others; participating in meetings or work groups; and presenting information to citizens, community organizations, staff and the media.
2. **GRAMMER, USAGE, PUNCTUATION, AND EDITING:** These questions test for the ability to generate, prepare, and edit written documents. Some questions test for a knowledge of grammar, usage, punctuation, and sentence structure. Others test for the ability to edit sentences to produce correct, clear, concise copy.
3. **PREPARING PUBLIC INFORMATION MATERIALS-BASIC:** These questions test for the ability to prepare basic informational materials electronically and in print, for the public and the media, including such products as correspondence, brochures, and news releases. Questions may cover such topics as selecting content to effectively communicate with the intended audience, making decisions regarding page readability of text, and using graphics, photographs, headlines, or captions to enhance a message.
4. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensively. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
5. **PROMOTING AND PUBLIZING A PROGRAM:** These questions test for knowledge of the principles and practices related to promoting and publicizing a program or service in order to attract customers, clients, or participants. Questions may cover such topics as researching and setting promotion objectives, appealing to various target audiences, and producing and distributing informational materials.

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 both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

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) 858-4000 ext 4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: AUGUST 11, 2016

Cheryl A. Kent-Biccum
CS Commission Secretary