

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

**AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF
PARKING ENFORCEMENT OFFICER - EXAM NO. 60700**

DATE OF WRITTEN EXAMINATION: March 20, 2010

LAST DATE OF FILING APPLICATIONS: Applications must be postmarked or received no later than February 17, 2010 in the Civil Service Office by 4:00 p.m.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$7.50 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be accepted at the Personnel/Civil Service office.

Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

VACANCIES: The eligible list established as a result of this examination will be used to fill future full-time or part-time vacancies in the City of Oneonta Police Department.

SALARY: DOQ

RESIDENCE REQUIREMENT: Candidates must be legal residents of Otsego County or contiguous counties (Delaware, Chenango, Madison, Herkimer, Schoharie and Montgomery Counties) for at least 1 month immediately preceding the date of the examination. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination.

GENERAL STATEMENT OF DUTIES:

- Patrols areas of the city controlled by parking ordinances;
- Reports broken or defective parking meters;
- Reports broken or missing parking signs;
- Chalking tires and timing vehicles parking in areas not controlled by meters;
- Issuing warnings;
- Issuing tickets and summonses for parking violations.

MINIMUM REQUIREMENTS:

Either:

- a) Graduation from high school or possession of a high school equivalency diploma; or
- b) One (1) year of clerical experience; or
- c) An equivalent combination of training and experience as outlined in (a) or (b) above.

(See reverse side)

SUBJECTS 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. 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 using the information 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.

3. 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.

4. 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.

NOTICE TO CANDIDATES: It is allowed that candidates use quiet hand-held, solar battery-operated powered calculators. Devices with Typewriter Keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.