CITY OF ROME CIVIL SERVICE COMMISSION

198 NORTH WASHINGTON STREET / ROME, NEW YORK 13440 (315) 339-7609

Jacqueline M. Izzo Mayor / **Michael E. Vanderhoof** Chairperson **Bryce Baldwin** Commissioner **Ronald Casadei** Commissioner

EXAMINATION ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION
HOUSING ASSISTANT (# 67812)

EXAM DATE: MAY 13, 2017

APPLICATION POSTING DATE:	APPLICATION DEADLINE:	STARTING 2017 SALARY:
MARCH 3, 2017	MARCH 31, 2017	$ 40,627.00

All applicants are strongly encouraged to thoroughly review the MINIMUM QUALIFICATIONS for this examination against your own professional employment/educational experience to ensure you adequately meet the requirements for admission and to apply for only those examinations for which you are clearly qualified.

MINIMUM QUALIFICATIONS:

A.) Graduation from a New York State registered or regionally accredited two (2) year college or university with an Associate's Degree in Human Services or a related social science, and two (2) years of experience working in a public or private human service or community agency in a position that involved interviewing, eligibility determination, or substantial direct public contract; **OR**

B.) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working in a public or private human service or community agency in a position that involved interviewing, eligibility determination, or substantial direct public contact; **OR**

C.) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience may be credited towards the experience requirement on a pro-rated basis.

NOTE: A New York State Drivers' License is required at time of appointment and throughout term of employment.

APPLICATION FEE:

A FIFTEEN DOLLAR ($15.00) **non-refundable** application fee is required and must accompany each application at time of filing. Payment must be made by **check or money order** payable to Rome Civil Service Commission. Applications postmarked after the last filing date will be returned to the applicant with the application fee.

VACANCIES: A corresponding civil service eligible list will be established from this examination and will be used to fill any applicable vacancies for this title in the City of Rome jurisdiction as they may occur.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of **$20.00** will be added to the examination application fee and will be required to be paid in cash or money order in the City of Rome Treasurer's Office at Rome City Hall, 198 North Washington Street, Rome, New York 13440.

RESIDENCY:

There is NO residency requirement to make application for this promotional examination. Preference in appointment may be given to successful candidates who are a legal resident of the City of Rome at time of appointment.

DUTIES:

Responsible for determining the eligibility of applicants for tenancy in public housing and/or subsidy of private housing and for recertifying tenants and recipients for continued eligibility in housing programs.

SUBJECTS OF THE EXAMINATION:

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

1. Interviewing:

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

2. Preparing written material:

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. 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.

3. Understanding and interpreting numerical data related to community development and housing:

These questions test for the ability to understand and interpret numerical data related to community development and housing. The data will be presented in formats such as tables and charts. All the information needed to answer the questions will be provided in the data presented. You may be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to calculate averages and percentages. You should bring with you a handheld battery or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

4. Understanding, interpreting and applying housing and community development laws, rules and regulations:

These questions test for the ability to understand, interpret, and apply a variety of federal and State housing and community development laws, rules, and regulations. You will be provided with a brief reading selection based on or extracted from a passage of legal text. You must read the selection and then answer one or more questions based on that selection. All the information needed to answer the questions will be provided in the reading selections.

CALCULATORS ARE RECOMMENDED FOR THIS EXAM

You should bring with you a handheld battery or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

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

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

GENERAL APPLICANT INSTRUCTIONS AND INFORMATION:

1. APPLICATIONS: Unless otherwise indicated in this announcement, all candidates are required to complete one "City of Rome Application For Civil Service Examination And General Employment" form for each examination he/she wishes to take. Applicants must answer all related questions on the application form and make sure that the application is complete in all respects. All applications are to be filed with Rome Civil Service Office. The Rome Civil Service Commission reserves the right to reject any/all applications that are incomplete or may be missing any information that is otherwise required under the Minimum Qualifications for this examination. The City of Rome Civil Service Office is under no obligation to contact you after your application has been submitted in an effort to acquire missing information such as employment history, educational transcripts, trade licenses, and/or driver's license after your application has been received. Applications received with a postmark after the last filing date will not be processed.

The City of Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for mis-delivered mail or postal delays. Applications delivered in person to the Rome Civil Service Office at Rome City Hall will be accepted between the hours of 8:30p.m. and 4:30p.m. Monday through Friday. Candidates will be notified by mail of acceptance or non-acceptance of their application(s) after the filing date.

2. ADDRESS CHANGE: Candidates must notify the City of Rome Civil Service Office of any change of address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

3. ADMISSION NOTICES: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. Applicants that have been disapproved will also be notified in writing. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT (315) 339-7609.**

4. ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department.

5. COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Information relating to recognized companies that provide this service is available on the New York State Department of Civil Service website at: www.cs.ny.gov/jobseeker/degrees.cfm .

6. CROSSFILING: If you have applied for another civil service examination(s) through any other state, county, or local civil service agency that will be given on the same day as this test, you must make arrangements to **take all of the examinations at one site.**
For example: If you will be applying to take this exam with the City of Rome, Oneida County and the City of Utica, you will need to inform the City of Rome, Oneida County and the City of Utica where you intend to sit and take this exam… Rome, Oneida County or Utica.

Cross File Notification forms must clearly indicate the agency(ies) where you have cross filed, where you intended to take your exam, and must be submitted to this office no later than two (2) weeks prior to the examination date. Applicants that have applied to take a City of Rome exam and may have also applied to take another exam for a New York State position, will be required to take their City of Rome exam at the New York State designated examination site.

Please note that if you have cross filed, it will be your responsibility to bring any/all Civil Service Examination Admission Notices with you to your designated exam site on the day of the exam.

Cross File Notification forms are available at this office and on the City's website at: www.romenewyork.com .

7. SPECIAL EXAM ARRANGEMENTS AND ACCOMMODATIONS:
Applicants requiring special arrangements or special accommodations to participate in this examination on the exam day or applicants that will not be able to be tested on the date of exam due to a religious observance or military enlistment, a written explanation of the reason(s) you are requesting special exam arrangements and any supporting documentation (if available) must be attached and submitted with this application.

8. ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those indicated on this announcement.

9. EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office no later than the first business day following the exam date. Verifiable documentation of the emergency will be required.

10. WEATHER RELATED EMERGENCIES: In cases involving adverse weather conditions that may delay or lead to the cancellation of the examination, please visit: http://www.wktv.com/weather/alertsclosings or tune to: WKTV NewsChannel 2 Utica--Channel 2 on Time Warner Cable / Channel 2 on DirecTV in Utica / Channel 2 on Dish Network in Utica or WKAL 1450 A.M. (Rome) between the hours of 6:00 AM and 8:00 AM on the date of the examination.

11. MILITARY MEMBERS: If you apply for an examination during the filing period but are called to active military duty after the filing deadline and/or prior to the date of the examination, you may request a military makeup examination. Military members on active duty or discharged during the examination filing period may apply for the examination up to ten (10) days before the test date. Please contact the Rome Civil Service Office for more information,

12. RELIGIOUS ACCOMMODATIONS: Most exams are held on Saturdays. If you cannot take the test on the announced test date due to a religious observance or practice, please check the box under Religious Accommodation on your application. You will then be offered arrangements to take the exam on the first Monday immediately following the exam date.

13. VETERANS' CREDIT: Veterans' or disabled veterans eligible for additional credit may submit an "Application for Veterans' Credits" with their exam application or at any time after the examination, but, no later than two (2) weeks prior to the establishment of the resulting eligible list. **Veterans' credits are applied to passing exam scores and may only be used once**. No credit will be granted after the establishment of the eligible list. Additional information concerning eligibility is available on the Veterans' Credit application form. Applications for Veterans' Credits are available from this office and on the City's website: www.romenewyork.com .

14. SENIORITY CREDIT: An additional four tenths (.4) of a point will be added to a passing exam score for each year of continuous employment service in the competitive class for the City of Rome in which promotion is sought up to a maximum of twenty (20) years or a total of 8.0 points. Employment must be continuous from the original date of appointment in a competitive class position.

15. SPECIAL CREDIT: 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 (10) 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 will be added after the eligibility list has been established.

16. WAIVER OF APPLCATION FEE: In accordance with Civil Service Law Section 50.5(b), fees shall be waived for candidates who certify to the state civil service department, a municipal or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. Application Fee Waiver Request forms are available at the City of Rome Civil Service Office and must be received at the time your application is submitted or no later than the last filing date.

Federal and State Law prohibit discrimination because of age, race, color, religious affiliation, national origin, gender, sexual orientation, disability, and marital status.
The City of Rome is an Equal Opportunity Employer.

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