

PARKING ENFORCEMENT AIDE (OC)

NYS #62-528 RC/EL #22163

Examination to be held **November 5, 2022**; Last filing date **October 5, 2022**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: Town of Orangetown, Village of Nyack Parking Authority, Village of Piermont and Village of Spring Valley.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$20.00/hour for a 17-hour work week with the Town of Orangetown. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is routine work which involves the enforcement of parking regulations by issuing parking tickets while patrolling streets and parking areas, generally on foot. The work requires frequent contact with the public. Incumbents may also be required to issue summonses for obvious violations of the local litter-control codes, although they will not enforce the New York State Uniform Building and Fire Code. This is not a peace officer position. Supervision is received from a Police Chief, Parking Authority Chairperson or Supervisor, Parking Enforcement. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma.

NOTES:

1. Academic or vocational training or work experience involving public contact may be substituted for education on a year-for-year basis.
2. In a jurisdiction where possession of a driver's license is necessary to perform the duties, the appointing authority is responsible to make sure that candidates for the job are appropriately licensed.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. **Name and Number Checking** – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. **Customer Service** – 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.
3. **Understanding and Interpreting Written Material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

TEST GUIDE: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 08/31/2022