

PUBLIC INFORMATION SPECIALIST (OC)

NYS #62-881 RC/EL #22166

Examination to be held **November 5, 2022**; Last filing date **October 7, 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.

POSITIONS EXIST IN: Board of Cooperative Educational Services, Office of the County Executive, Pearl River Public Library, Rockland County District Attorney's Office, South Orangetown Central School District, Suffern Central School District, Town of Clarkstown and Village of Haverstraw.

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 \$37.70 per hour for a 35-hour workweek with the County of Rockland. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is responsible work in the field of public relations involving responsibility for writing, editing and creating informational materials for public dissemination using various computer/software programs, with close administrative control of release content, timing and media. Responsibility for the creation of materials beyond general public relations functions may be required. General supervision is received from a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

1. A Bachelor's degree or higher in Communications, English, Journalism, Marketing, Public Relations, or a closely related field and one (1) year of public relations, newspaper or other publication experience which regularly involved writing or editing; or
2. An Associate's degree or higher that included or was supplemented by a minimum of fifteen (15) credit hours in Communications, English, Journalism, Marketing, Public Relations or a closely related field and three (3) years of public relations, newspaper or other publication experience which regularly involved writing or editing.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, January 5, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

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. **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. **Grammar, 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** – 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 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.
5. **Promoting and Publicizing 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.

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>.

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