



METER READER (OC)
NYS #66421010 RC/EL #25013010

Examination to be held **March 1, 2025**; Last filing date **February 3, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://mycivilservice.rocklandgov.com/exams>.

- 1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: Village of Nyack Water Board Commissioners.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$32.26 per hour for a 40-hour workweek with the Village of Nyack Water Board Commissioners. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is primarily unskilled work in a water distribution system which involves taking and recording water meter readings and performing minor adjustments to meters. The work requires moderate physical effort and is performed under direct supervision of a higher level system supervisor. During periods of emergency, employees in this class may be required to work at other than normal working hours. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma.

NOTE: Work, schooling or military service may be substituted for high school on a year for year basis.

SPECIAL REQUIREMENT: If required to drive a motor vehicle, must possess a valid driver's license appropriate for the size and kind of vehicle to be operated.

ALL 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. Ability to Read and Follow Written Instructions** – These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.
- 2. Arithmetic Computations** – These questions test for the ability to perform basic mathematical operations and may include solving problems involving computations in such areas as addition, subtraction, multiplication, division, fractions, decimals, and percentages.
- 3. Meter Reading** – These questions test for knowledge of proper meter reading procedures and for the ability to correctly and accurately determine the readings on diagrams of various types of scales, gauges, meters, and dials.

USE OF CALCULATORS IS RECOMMENDED 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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Date Issued: 01/06/2025