



SOLID WASTE COMPLIANCE AIDE (OC)
NYS #87657010 RC/EL #25116010

Examination to be held **June 14, 2025**; Last filing date **May 16, 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: Rockland County Solid Waste Management Authority.

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 \$120,000 annually for a 40-hour workweek with the County of Rockland. Salary will be prorated for less than full-time positions.

WHAT THE JOB IS LIKE: This work involves the responsibility for ensuring the compliance and enforcement of applicable laws related to solid waste collection and recycling. The work is performed under the supervision of the Executive Director, Rockland County Solid Waste Management Authority. 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:

1. A Bachelor's degree or higher and one (1) year of experience involved in regulation compliance activities or initiatives*; or
2. An Associate's degree and three (3) years of experience in regulation compliance activities or initiatives*.

SPECIAL REQUIREMENT: Possession of a valid driver's license. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

*Regulation compliance activities or initiatives refer to tasks or efforts undertaken to ensure adherence to legal and regulatory requirements in any industry.

TRANSCRIPTS:

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

Anticipated Eligibility - Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

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.

SOLID WASTE COMPLIANCE AIDE (OC) #87657010 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

- 1. Educating and Interacting with the Public – These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
- 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 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>.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 04/18/2025