



DISPATCHER I (OC)
NYS #60017370 RC/EL #25180010

Examination to be held **November 15, 2025**; Last filing date **October 14, 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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

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: Town of Clarkstown.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

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 \$52,943 annually for a 40-hour workweek with the Town of Clarkstown. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: The position is responsible for scheduling and managing bus routes for a mini-bus transportation program. The work involves assigning and scheduling bus drivers, addressing customer inquiries and concerns and ensuring service is provided in a timely and efficient way. The work is performed under the general supervision of a Transit Operations Supervisor, or a higher-level administrator and work guidance is provided to the Municipal Bus Drivers. 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 and one (1) year of paid work experience in dispatching, scheduling routes and assigning vehicles to drivers.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the kind and size of motor vehicle to be operated. 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.

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.

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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. Following Directions (Maps) – These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
2. Bus Driver Recordkeeping and Scheduling – A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:
 - a. Follow written directions to understand the purpose and use of the record, and to understand the question;
 - b. Make correct entries in appropriate sections of the record;
 - c. Identify which entries are required to answer the question.A knowledge of bookkeeping, account keeping, or other technical information or technology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.
3. Operation of Two-Way Radios Including Procedures and Terms – These questions test for knowledge of the principles and practices involved in the operation of a two-way radio and may include such areas as the proper procedures to use when operating a two-way radio, and the standard terminology used when transmitting and receiving messages over a two-way radio system.

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: 09/12/2025