



DISPATCHER I (PROM)
NYS #70007940 RC/EL #25181010

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.

PARTICIPATING AGENCY: Town of Clarkstown.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

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.

SALARY: In accordance with the appropriate labor agreement.

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: You must be currently employed by **Town of Clarkstown** and have two (2) years of permanent status there as a Municipal Bus Driver within a period of three years immediately preceding the date of the examination.

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.

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

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.

SEE NEXT PAGE

DISPATCHER I (PROM) #70007940 (CONTINUED)

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 Radio 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>.

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