

EMPLOYMENT ASSISTANT III (OC)
NYS #60052690 RC/EL #27001010

Examination to be Held: January 9, 2027; Last Filing Date: November 30, 2026

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: Rockland County Department of Social Services.

An open-competitive and promotional examination will be held on the same day. Eligible candidates may apply for both by submitting a separate application for each. Vacancies will first be filled from the promotional list; once that list is exhausted, the open-competitive list will be used to fill vacancies for at least one year from the date the list is established.

RESIDENCY REQUIREMENT: 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 \$41.19 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is supervisory work involving a responsibility for overseeing and directing the day-to-day activities of an employment unit. The work is performed under the general supervision of a higher-level administrator and supervision is exercised over a number of paraprofessional, technical and clerical personnel. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: At the time of examination, you must have:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience in employment interviewing and/or job placement or seven (7) years of paid work experience that involved direct public contact*, at least one (1) year of which must have involved the supervision of staff; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and three (3) years of paid work experience in employment interviewing and/or job placement or five (5) years of paid work experience that involved direct public contact*, at least one (1) year of which must have involved the supervision of staff; or
3. A Bachelor's degree or higher and one (1) year of paid work experience in employment interviewing and/or job placement or three (3) years of paid work experience that involved direct public contact*, at least one (1) year of which must have involved the supervision of staff.

*Public contact shall be defined as direct contact (e.g., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiations, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

SEE NEXT PAGE

EMPLOYMENT ASSISTANT III (OC) #60052690 (CONTINUED)

TRANSCRIPTS: College transcripts must be sent directly by 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 accepted. Failure to meet this deadline may result in application disapproval and/or disqualification from an eligible list. Degrees and/or college credits must be awarded from a college or university accredited by a regional, national, or specialized accrediting agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were earned outside the United States or its territories, you must submit an independent equivalency evaluation. Candidates are responsible for all evaluation fees. Information on foreign education evaluations, including a list of approved evaluation services, 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.

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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

SUBJECT OF WRITTEN EXAMINATION:

1. Advising and Interacting with Others – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
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. Principles and Practices of Employment Counseling – These questions test for knowledge and understanding of the principles, practices, and techniques of employment counseling. Questions may include such topics as counseling individuals and/or groups on employment-related issues; providing support, advocacy, and accountability; and developing job opportunities throughout the community.
4. Interviewing – These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.
5. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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: 10/28/2026