

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Parking Enforcement Officer**

Exam #: **61113**

Last Date for Filing: **February 26, 2010**

Date of Examination: **March 20, 2010**

**Job Title: Parking Enforcement Officer, The City of Troy, Grade 2, Salary range \$22,678 - \$35,679.**

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates would have ninety (90) days to move into the City of Troy and thereafter remain a resident of the City of Troy.

**DUTIES OF THE POSITION:** (Illustrative only)

- Patrol an assigned route on foot or in a motor vehicle making several tours a day.
- Observe parking violations and issue tickets for all violations.
- Observe and issue tickets for any obvious parking violations such as unauthorized parking at a bus stop or at a loading zone.
- Tactfully advise car operators as to the reason for issuance of tickets.
- Observe and report locations of signs in need of repair or replacement.
- Inform the public as to the location of private and public parking facilities.
- Train newly appointed Parking Enforcement Officers.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

- Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:**

- Must possess a valid New York State driver's license.

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills and/or abilities in such areas as:

**1. Applying Written Information Relevant to the Parking Enforcement Field:** These questions are designed to test how well the candidates can apply written information in the form of laws, rules, regulations, policies, procedures, directives, etc., to a variety of situations which are likely to arise while carrying out the duties of a Parking Enforcement Officer. Knowledge of parking ordinances and New York State Vehicle and Traffic Law is not necessary.

**2. Clerical Aptitude and Form Completion:** These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters and in transposing these characters to a standardized form. This subtest consists of two parts:

**Part 1** - The Candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count is required.

**Part 2** - The candidate is required to read a short, descriptive paragraph and then study a standard report form. The completion of this form is dependent upon the accurate transfer of information between the paragraph and the form. Some of the questions may require the candidate to determine whether or not portions of the form have been filled in completely and accurately. Other questions may require the candidate to fill in designated portions of the form using the information contained in the paragraph. The ability to read and accurately transcribe information is required. Knowledge of particular forms is not required.

**3. 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.

**4. Understanding and interpreting written material including legal passages:** These questions are designed to test the candidate's ability to understand and interpret the information presented in written material, which may include brief legal passages. Where legal passages are used, knowledge of the laws as they currently exist will not be necessary in order to answer the questions correctly.

**The use of calculators is ALLOWED for this examination**

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their military discharge papers (DD-214) to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at [www.troyny.gov](http://www.troyny.gov) or from this office. Disability Record Authorization Forms are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1776 6<sup>th</sup> Avenue, Troy, NY 12180.

**SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.**

Applications may be obtained at the Troy Civil Service Commission Office in Troy City Hall or online at [www.troyny.gov](http://www.troyny.gov).

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed above.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 1776 6<sup>th</sup> Avenue, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov)

**NOTICE TO CANDIDATES:** Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**ADMISSION TO EXAMINATION:** If there is a problem with your application, due notice will be sent. Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card and an official admission letter.** The Commission does not make formal acknowledgment of the receipt of an application. If you have not received your admission letter three days before the date of the exam, call the Troy Civil Service Commission at (518) 279-7123.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

If you have applied for both State and local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 474-6470 no later than two weeks before the test date.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your exam.

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.