

**MECHANICVILLE MUNICIPAL CIVIL SERVICE COMMISSION
ANNOUNCES**

**An Open Competitive Examination for
Safety Liaison – Examination #86217**

EXAMINATION DATE: Saturday, July 13, 2024

LAST FILING DATE: Applications must be postmarked no later than **June 13, 2024**

STARTING SALARY: \$ 35,834

APPLICATION FEE: \$25.00 non-refundable application fee. The required fee must accompany your application. Send check or money order payable to Commissioner of Accounts City of Mechanicville. Write exam and social security number on the check or money order. **DO NOT SEND CASH.** No refunds will be made if the application is disapproved be sure to compare your qualifications with admission requirements and only file if you are clearly qualified. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification, and if not supported by documentation, candidates are subject to being barred from appointment.

MECHANICVILLE CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER

LOCATION OF POSITION: The eligible list established as a result of this examination will be used to fill vacancies in the Mechanicville City School District.

DUTIES: The work involves responsibility for providing security and protection for staff, students and visitors to the school building.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Retired member of a police or sheriff's department in New York State, or
- B. Retired member of the division of State Police, or
- C. Retired former corrections, parole or probation officer in New York State.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

Applying Written Information in a Safety and Security Setting:

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

Principles and Practices of Safety and Security: These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

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.

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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

The use of a calculator is allowed. You should bring with you a hand-held battery or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Special Requirements for Appointment in School District and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Sabbath Observers/Disabled Candidates/Military Members: Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examinations or at any time between the dates of their application for examination and the date of establishment of the resulting eligible list. Applications for veteran's credit 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 examination. 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 documentary proof indication that the service was in the time of war, as defined in Section 85 of the 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 indication veteran's credit.

CROSS FILER STATEMENT: If you have applied for any other Civil Service examination to be given on the same test date or employed with New York or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations on one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State Examination Center. Please call (518) 473-5037 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements no later than two weeks before the date of the examination. You must notify all local Government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination.

APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE OFFICE OF THE COMMISSION, 4 Industrial Park Rd., Mechanicville, NY 12118 OR BY LOGGING INTO [https://www.mechanicvilleny.gov/civil service commission/announcements](https://www.mechanicvilleny.gov/civil_service_commission/announcements).

Candidates will be notified by letter of when and where to appear to take the written test. Candidates who have not received a notice to appear for the written test three days prior to the date of the test, should call the Civil Service Commission at (518) 664-9884, ext. 337.

Issue Date: May 7, 2024