



**RENSSELAER COUNTY**  
**CIVIL SERVICE COMMISSION**  
Opportunities in the Public Service  
**OPEN COMPETITIVE EXAMINATION**

**ACCEPTING ONLINE APPLICATIONS ONLY**

Click [here](#) or visit <https://rensco-portal.mycivilservice.com> to apply online.

**EXAM NUMBER:** 61-772  
**EXAM TITLE:** SENIOR COMMUNICATIONS OFFICER

**EXAM DATE:** JANUARY 22, 2022  
**LAST FILING DATE:** DECEMBER 22, 2021

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**NON-REFUNDABLE \$20.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.**

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**SENIOR COMMUNICATIONS OFFICER**, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

**SALARY:** \$42,689 (Salary varies)

**RESIDENCY REQUIREMENTS:** Candidates must have been legal residents of Rensselaer for at least four (4) months immediately preceding the date of examination.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State high school equivalency diploma **and** two (2) years of experience involving computer-aided dispatch of emergency services; **or** Four (4) years of experience involving computer-aided dispatch of emergency services.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the activities of subordinate Communications Officers during an assigned shift at the Communications Center;  
Schedules requests for leave due to illness, tardiness requests, vacations, holiday, etc.;  
Insures that subordinate employees are following departmental policies and procedures, document and report any violations;  
Assists Communications Officers with the processing of difficult or confusing calls for service;  
Manages control room operation during large-scale fires, serious crimes or other complicated emergencies, to insure effective and efficient operation of the center during these high stress periods;  
Provides supervisors with reports of equipment malfunctions, frequency problems, significant activity, etc.;  
Disseminates new and/or procedural information to subordinate employees.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

New York State Department of Civil Service has not prepared a test guide for this examination. However, the 'General Guide to Written Tests' is available at <https://www.cs.ny.gov/testing/testguides.cfm> and may be helpful in preparing for this test.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills and/or abilities in such areas as:

1. **Coding/decoding information**-These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
2. **Understanding and interpreting written material**-These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
3. **Work planning and scheduling**- These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.
4. **Retaining and comprehending spoken information from calls for emergency services**-These questions test for your ability to retain specific information that is heard in calls for emergency service, such as a street address, or to comprehend spoken information from emergency service calls, such as determining the location of a site in relation to landmarks. Simulated 911 calls will be played on audio CD. Immediately following each call, candidates are given audio instructions identifying which questions they are to answer within the test booklet. The questions that candidates are directed to answer for each simulated call will not be in sequential order. Candidates will need to retain and comprehend the information and instruction provided in this portion of the test to respond appropriately to the questions asked and to determine which questions to answer. The time allotted to answer these questions will be limited. At the end of each answer period, the CD will automatically play the next call. Note paper will be provided. Candidates will be permitted to take notes and to refer to them when answering the questions.
5. **Radio operations and dispatching procedures**- These questions test for knowledge of two-way radio systems and operations, and may cover dispatching procedures when appropriate.
6. **Supervision and training**-These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**(OVER)**

**\*\*If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross-Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: "[www.rensco.com/employment\\_applications.asp](http://www.rensco.com/employment_applications.asp)."**

### **GENERAL INFORMATION**

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7<sup>th</sup> Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at [www.rensco.com](http://www.rensco.com). **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.** Please contact out office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: [civilservice@rensco.com](mailto:civilservice@rensco.com).**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
  - December 7, 1941 to December 31, 1946
  - June 1, 1983 to December 1, 1987\*
  - June 27, 1950 to January 31, 1955
  - October 23, 1983 to November 21, 1983
  - December 22, 1961 to May 7, 1975
  - December 20, 1989 to January 31, 1990\*
  - August 2, 1990 to end of such hostilities\*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.  
Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.  
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 prove appropriate documentary proof indicating that the service was in 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 including veteran's credits.
6. 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 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.
7. This written examination is 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 New York State civil Service Rules and Regulations dealing with the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
11. **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, or receiving Supplemental Security Income payments or 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, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Forms are available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

**RENSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**