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CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION  
One Roosevelt Square – Room 103  
Mount Vernon, New York 10550

Joan O'Meara-Conroy  
Commissioner

Commissioner

(914) 665-2357 or (914) 665-2359

**EXAMINATION**  
**ANIMAL WARDEN**  
**OPEN-COMPETITIVE EXAMINATION #69-105**

**DATE OF EXAMINATION:** SATURDAY, OCTOBER 14, 2017

**PLACE OF EXAMINATION:** AB Davis Middle School - Mount Vernon, New York @ 8:30 A.M.

**APPLICATION CLOSING DATE:** SEPTEMBER 14, 2017 at 4:00pm –no exceptions

**SALARY RANGE:** \$38,530 - \$56,003

At present, there is one vacancy in the City of Mount Vernon, Police Department

**RESIDENCY REQUIREMENTS:** Candidates must be a resident of the City of Mt. Vernon for not less than one year immediately preceding the date of the written examination.

**REQUIREMENTS FOR TAKING THE EXAM:**

Graduation from high school or an equivalency diploma recognized by the New York State Education Department PLUS two years of experience involving responsibility for the operation and maintenance of an animal hospital, shelter, pet shop or similar establishment, one year which shall have included the handling and rescue of indigenous wildlife.

**DUTIES:** Plans, develops, organizes and directs the maintenance and operation of a large sized animal shelter; included are those activities necessary to the control of small animals within the City; Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the care and handling of dogs and cats, to include the maintenance and operation of an animal shelter; thorough knowledge of the techniques and methods of capturing and humane disposition of small animals; thorough knowledge of local laws and ordinances governing the care and licensing of animals; thorough knowledge of the various NYS laws dealing with animals and animal cruelty.; must be able to identify the symptoms of rabies and know how to properly handle rabid animals and take appropriate action to protect the public and domestic animals from the disease as necessary; must be able to identify the telltale signs of animal abuse and be able to assist the Mt. Vernon Police Department with investigations into the abuse of animals as required; must keep current on the proper practices and care of domestic and wild animals and the NYS Laws pertaining to both; ability to ensure the sanitary and efficient operation of a municipal animal shelter; ability to plan, organize and direct the work of others; ability to establish and maintain effective working relationships with others; ability to express ideas clearly and in writing, dependability; honesty and physical condition commensurate with the demands of the position.

**SPECIAL REQUIREMENTS FOR APPOINTMENT:**

Must have a valid NYS Motor Vehicle Driver's License at the time of appointment;

**SUBJECTS OF EXAMINATION:** The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) CARE AND HANDLING OF DOGS AND SMALL ANIMALS;
- 2) PREPARING WRITTEN MATERIAL;
- 3) SUPERVISION;
- 4) UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL.

**EXPANDED SCOPE STATEMENT:**

- 1) **CARE AND HANDLING OF DOGS AND SMALL ANIMALS** – These questions test for knowledge of the symptoms and treatments of common health problems, the food requirements and appropriate techniques and methods used in the care of dogs and small animals and the identification of different breeds of dogs.
- 2) **PREPARING WRITTEN MATERIAL** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensively. 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) **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.
- 4) **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.**

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**Calculators are RECOMMENDED for this examination:** DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED.

Candidates are required to attain a final average rating of 70 in order to be eligible to have their name placed on the eligible list established as a result of this examination. Life on the list will be stated at the time the list is established.

**APPLICATION FEE:** A \$15.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION FOR MOUNT VERNON RESIDENTS. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

**FEE WAIVER INFORMATION:** A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 9:00 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at [www.cmvny.com](http://www.cmvny.com). All applications must be returned to the Civil Service Commission Office on or before the application deadline date.

For applications go to the Civil Service Office Monday through Friday from 9:00 am to 4:00 pm or send a stamped self-addressed, legal-sized envelope to the Civil Service Commission, Room 103, City Hall, 1 Roosevelt Square, Mt. Vernon, New York 10550. You may also obtain applications from our website @[www.cmvny.com](http://www.cmvny.com). **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. Applications received via mail will not be accepted if postmarked after the closing date deadline of SEPTEMBER 14, 2017.**

**RELIGIOUS OBSERVERS AND DISABLED PERSONS:** If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

**VETERAN'S CREDITS:** Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available in the Civil Service Office. DD214 (Discharge papers must also be submitted). Veteran's credits can only be added to a passing score on the examination. 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 credits 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 ELIGIBLE 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 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.

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 appointment in the same municipality in which his/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.

**ALTERNATE TEST DATE POLICY:** Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing **no later than the Friday before the test date and provide verifiable documentation of the reason.** A determination will be made as to if an alternate test date will be scheduled.

**APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other Civil Service Exams for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the exams at one test site. 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 the State to make the arrangements, no later than two weeks before the test date.

**SPECIAL REQUEST FOR MAKE UP EXAM DUE TO MILITARY DUTY:** A make-up test will be available for written or any other portion of the test for persons who are in the activity military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of a military order, DD214, or any other military document that substantiates active military service prior to the make-up test.

**It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address.**

**No attempt will be made to locate candidates who have moved.**

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

07/20/17