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CITY OF MOUNT VERNON  
MUNICIPAL CIVIL SERVICE COMMISSION  
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## **EXAMINATION** **ASSISTANT YOUTH SERVICES AIDE** **OPEN-COMPETITIVE EXAMINATION #66-946**

**DATE OF EXAMINATION:** Saturday, December 5, 2015

**PLACE OF EXAMINATION:** AB Davis Middle School - Mount Vernon, New York

**TIME:** 8:30am

**APPLICATION CLOSING DATE:** November 5, 2015 at 3:00pm –no exceptions

**SALARY:** \$43,196.00 - \$54,580.00

The eligible list established from this examination will be used to fill appropriate vacancies in the City of Mount Vernon Youth Bureau.

**RESIDENCY REQUIREMENTS:** There are not residency requirements for this examination.

**REQUIREMENTS FOR TAKING THE EXAM:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; **PLUS** 5 years of full time paid experience in youth services.

**DUTIES:** Under supervision, implements various programs activities for youths. An incumbent of this class implements, coordinates and monitors day to day activities in various Youth Service programs. Working hours may include nights and weekends. May lead hourly paid staff, as assigned. . Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Skill in working with school aged youths; ability to implement youth service programs and activities; ability to follow oral and written instructions; ability to maintain records; ability to communicate effectively with troubled youths; initiative; honesty; resourcefulness; computer literate; good judgment; dependability; emotional maturity; integrity; ability to deal well with others; tact and courtesy and physical condition commensurate with the demands of the position.

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

1. Preparing written material;
2. Situations and problems in supervising and counseling delinquent and/or socially maladjusted youths;
3. Working with youth.

1. **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.

2. **Situations and problems in supervising and counseling delinquent and/or socially maladjusted youth** – These questions test for knowledge of the principles and practices of supervising and counseling delinquent and socially maladjusted youth. Questions may cover such topics as interviewing, supervising, and guiding youths with social adjustment problems; crisis intervention; handling emergencies; and working with staff, agencies, and families in supervising and guiding socially maladjusted youth.

3. **Working with youth** – These questions test for the knowledge and abilities needed to work with youth and their problems. Questions may cover such topics as normal and abnormal adolescent behavior and development, youth perspectives and points of view, environmental factors and effects, establishing rapport with youth, problems of alcohol and drug use/abuse, teenage pregnancy and delinquency.

**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 PERMITTED 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 AND A \$25.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR NON-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,

**Applications received via mail will not be accepted if postmarked after the closing date deadline of November 5, 2015.**

**SABBATH 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.

**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.

**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

9/30/15