

COLUMBIA COUNTY CIVIL SERVICE COMMISSION  
401 STATE ST., HUDSON, NEW YORK 12534  
Phone: 518-828-6622  
www.columbiacountyny.com

*Please Post Conspicuously*



Issue Date: 09/23/08  
County # 2610

Columbia County Civil Service Commission announces  
an open competitive (*open to the public*) examination for:

**Tenant Relations Assistant #62863**

Date of Examination: January 10, 2009

Last Filing Date: December 11, 2008

Filing Fee: Fee for this examination is \$12.50  
PERSONAL CHECKS ARE NO LONGER ACCEPTED  
(See reverse side for instructions)

Residency: A candidate must be a resident of Columbia County for (4) four  
months prior to the date of the examination.  
  
Preference in appointment may be given to residents of each civil division (Civil  
Service Law 23.4).

Vacancy: The eligible list established from this examination will be used to  
Fill a vacancy in the Hudson Housing Authority.

Salary: 2008 Salary  
  
\$27,000.00 - \$30,000.00

**Duties of the position:** The work involves responsibility for carrying out the occupancy policies of the Housing Authority with respect to admission to tenancy and verification of income for continued occupancy, computation of income, and determination of rents. Knowledge of occupancy procedures, tenant selection and provision of the Public Housing Law, good knowledge of arithmetic, business English and composition, skill in interviewing and meeting the public, ability to conduct independent investigations of facts, and ability to organize

## GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622 (office hours 8 - 4 Mon - Fri). **Applications received/postmarked after the last filing date will not be accepted.**

**Note:** Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

**VETERANS CREDITS:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 veterans' credit.

"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 points in a competitive examination for original appointment 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 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."

**RESIDENCY REQUIREMENTS:** Candidates must be a resident of Columbia County for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents. (CS Law Section 23.4) when opened to contiguous counties. **It is the responsibility of the candidate to notify the Civil Service Commission of any change in name or address.** No attempt will be made to locate candidates who have moved.

**RATING & REVIEW:** Unless the announcement states otherwise, this written examination is being prepared by NYS Civil Service and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

**TRANSCRIPTS:** Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

**EXAM NOTICES:** The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

**CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

**ELIGIBLE LIST:** The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

**FILING FEES:** A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted. PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

**APPLICATION WAIVER FEE:** 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, 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 on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at [www.columbiacounty.ny.com](http://www.columbiacounty.ny.com).**

**MULTIPLE EXAMS:** If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call this office at (518) 828-6622.

**MINIMUM QUALIFICATIONS:** A candidate must meet the qualifications on or before the last filing date.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III:** 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 Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**NOTE: Evaluation of foreign post secondary education is required.** Please ask for a listing of private or not-for-profit companies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of your education to the minimum qualifications. This must be presented with your application at time of filing.

**Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)**

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Social Work or a related field and one year of experience in investigation, analysis or interviewing. **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business, Social Work or a related field and three years of experience in investigation, analysis or interviewing. **OR**

C. Graduation from high school or possession of a high school equivalency diploma and five years of experience in investigation, analysis or interviewing.

Exam Series: State & Local Housing and Community Development

**Subjects of Examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:**

**1. Interviewing**

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

**2. 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.

**3. Understanding and interpreting numerical data related to community development and housing management**

These questions test for the ability to comprehend and interpret numerical data presented in formats such as tables and charts which are used in the fields of community development and housing management. All the information needed to answer the questions will be provided in the data presented. Familiarity with the specific data involved will not be required to answer these questions. You will be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to derive averages and percentages. You are encouraged to bring and use your own calculator.

**4. Understanding, interpreting and applying housing and community development laws, rules and regulations**

These questions test for the ability to understand, interpret, and apply a variety of Federal and State housing and community development laws, rules, and regulations. You will be provided with a brief reading selection based on or extracted from a passage of legal text. You must read the selection and then answer one or more questions based upon it. All the information needed to answer the questions will be provided in the reading selections.

Use of Calculators is ALLOWED

**COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER**