



TOWN OF BABYLON
Department of Civil Service

EXAMINATION ANNOUNCEMENT

Town of Babylon is an Equal Opportunity/Affirmative Action Employer.

OPEN COMPETITIVE EXAM: PUBLIC SAFETY DISPATCHER

EXAM #: 65556010

SALARY: \$55,099.20 annually

EXAM DATE: 01.27.2024

LAST FILING DATE: 12.18.2023

APPLICATION FEE: A \$40.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to *Town of Babylon Dept. of Civil Service*. Write the examination number and the applicants name on the check, money order, etc.

LOCATION OF POSITION: The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all departments under the jurisdiction of the Town of Babylon Department of Civil Service.

DUTIES: An employee in this title is involved in dispatching mobile public safety units through operation of a two-way radio. The incumbent also provides information to other public agencies through the use of computerized equipment. Supervision is received from a higher level employee of the Public Safety Department; Does related work as required.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS: Graduation from a standard senior high school or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENTS

1. Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position.
2. There will be a qualifying psychological evaluation.
3. There will be a qualifying medical evaluation.
4. Candidates must be able to type on a computer keyboard.

SUBJECTS OF EXAMINATION: The examination for this title consist of 3 parts

- I. The written test, is designed to evaluate knowledge, skills and /or abilities in the following areas;

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.

Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

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.

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.

- II. The listening test (given on the same day as the written exam) is designed to evaluate knowledge, skills and /or abilities in the following area;

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.

- III. The 911 Performance test (*held at a later date*)

A performance test will also be held at a later date, to be announced. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. **You must pass both the written and performance tests to be considered for appointment. You will not be called to the performance test unless you have passed the written test.** Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you achieve on the written test.

Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The Town of Babylon reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The test will be administered on a conventional personal computer (PC). You will be using a conventional PC keyboard, but you will not be using a mouse.

Subject: The test consists of three parts, each preceded by a separate practice session. It will test your ability to enter the kinds of information that dispatchers and related personnel must process for fire, police, and emergency medical services. You will not need any specific information prior to the test; rather, complete on-screen instructions will tell you all that you need to know in order to take the test. In order to pass, you must enter the data at a rate of at least 6,000 keystrokes per hour (which is equal to typing approximately 20 words per minute), with an accuracy rate of at least 97.5%.

Performance Retest: Any candidate who fails the performance test that is part of this examination will be permitted **(1) retest of the performance test immediately following the first test.** Candidates who fail the performance test will be permitted a retest which will be given on the same day as the original performance test.

CALCULATOR STATEMENT/PROHIBITION: You should bring with you a hand-held battery or solar-powered calculator for use in this test. You will **not** be permitted to use the calculator function of your cell phone.

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 New York State Civil Service Law rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Town of Babylon Department of Civil Service as soon as possible before the test date.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Town of Babylon Department of Civil Service for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit a copy of their DD-214 (Member 4 Copy) with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained on our website <https://www.townofbabylon.com/503/Civil-Service>, *Town Hall* 200 E. Sunrise Hwy Lindenhurst NY 11757, or *Municipal Building* 456 Albany Ave. Amityville NY 11701, Monday- Friday 9 am – 4 pm or by sending a stamped and self-addressed legal size envelope to *Town of Babylon Department of Civil Service 200 E. Sunrise Hwy Lindenhurst NY 11757*. Applications postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification. **This department does not acknowledge receipt of applications.** Candidates will be notified of the disposition of their applications.

A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

TEST GUIDE: 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>.