

**CITY OF WATERTOWN, CIVIL SERVICE COMMISSION**  
245 Washington Street, Room 205  
Watertown, New York 13601  
[www.watertown-ny.gov](http://www.watertown-ny.gov)

Issued: November 26, 2024

**ANNOUNCES A PROMOTIONAL EXAMINATION FOR**  
**Senior Public Housing Specialist (WHA)**  
**EXAM # 73389-010**

**FILING FEE:** \$15.00 **non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are only accepted with online applications.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**TO BE HELD:** Saturday, **March 1, 2025**

**LAST FILING DATE:** Applications must be **received** no later than 11:59 PM **January 27, 2025**

**VACANCIES:** This list will be used to fill vacancies as they occur in the Watertown Housing Authority.

**SALARY:** \$39,058 - \$49,695

**RESIDENCY REQUIREMENT:** There is no residency requirement for this examination.

**DUTIES OF THE POSITION:** Employees in this senior level professional title will perform a variety of specialized technical and clerical work related to subsidized public housing. Employees may perform field work such as inspecting housing authority property and meeting with various community and human service organizations. Senior Public Housing Specialists may be expected to assist with social and community events for tenants and recommend human services assistance and intervention for tenants. Employees work independently, with general supervision of the Occupancy Supervisor and may assist in the training of new hires. Related work is performed as required. **A complete job description is available from the Civil Service Commission.**

**PROMOTIONAL QUALIFICATIONS:** Candidates must have three years experience as a Public Housing Specialist with the Watertown Housing Authority.

**SCOPE OF EXAMINATION:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

**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. Understanding and interpreting numerical data related to community development and housing-** These questions test for the ability to understand and interpret numerical data related to community development and housing. The data will be presented in formats such as tables and charts. All the information needed to answer the questions will be provided in the data presented. You may be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to calculate averages and percentages. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone or other electronic devices.

**3. 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 on that selection. All the information needed to answer the questions will be provided in the reading selections.

**4. 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.

**CALCULATORS:** **The use of a calculator is recommended.** Candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, address books, language translators, dictionaries or any similar devices are prohibited.

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 online at:  
<https://www.cs.ny.gov/testing/testguides.cfm>

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

## **GENERAL INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** Applications must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. They may be obtained from [www.watertown-ny.gov](http://www.watertown-ny.gov) or from the Civil Service Office. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

**APPLICATION FEE:** A non-refundable application fee of \$15.00 (cash or check, no credit cards) is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. No refunds will be made for any reason. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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 addition ten (10) 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS:** Please see the last page of the application for further information.

**SABATH 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 Watertown Civil Service Commission as soon as possible before the test date.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service commission.

**MEDICAL EXAMINATIONS:** Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

**RATINGS REQUIRED:** Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to his examination.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. The eligible list resulting from the promotional exam, if binding, will be used first.

**CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**  
THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)