

GREENBURGH HOUSING AUTHORITY NEWSLETTER:

NEWS IN BRIEF:

Rent payments can be mailed to the GHA office or left in one of the locked boxes outside the GHA office. The remittance address for mailing rent payments is 9 Maple Street, White Plains, NY 10603. Return payment envelopes are enclosed with rent statements.

As part of our efforts to go green, the GHA newsletters will only be accessible online at the GHA website:

www.greenburghhousing.org

The Greenburgh Housing Authority office will be closed on:

- Monday, February 17th, 2025, in observance of the Presidents' Day Holiday.

Please contact the answering service for any maintenance emergencies: (914)227-2712.

Applications for the 2025 HAI Group are now being accepted. Applications are due back to HAI Group by 3:30pm ET on Friday, March 30th, 2025. You can access the application on the PHADA website:

https://www.haigroup.com/sc_holarships/

The Maple Street and Oak Street Playground Improvement Project is near completion..

February 2025:

MEETINGS:

The February 2025 GHA Work Session will be held on Wednesday, February 12th, 2025, at 5pm in the Board Room at 9 Maple Street.

There is not a GHA Board Meeting scheduled for the month of February.

SPECIAL INTERESTS:

To have an illegally parked vehicle removed from your assigned parking space, please contact the following:

- GHA Office (Monday-Friday): (914)946-2110 - (8:30am-4:30pm)
- GHA Security: Mr. H. Tucker (914)527-0062, Mr. D. Clark (914)362-5338 – (5pm-12am)
- GHA Answering Service: (914)227-2712 – (all other times)

Parking on GHA property is at your own risk. GHA is not responsible for vehicle damage or vandalism while on the premises. If your vehicle is damaged by another vehicle, involved in an accident, or vandalized, please contact the police to fill out a police report and investigate. We are unable to intervene in legal or criminal matters. As a reminder, please park your car in your assigned space to prevent it being towed or booted by GHA Staff without notice at the owner's expense.

Access to the GHA administration office is by appointment only. Please wear a mask while inside the building. COVID cases are increasing.

Greenburgh Housing Authority is working on providing access to Broadband at the State Site. More information to be provided.

The GHA Recreation Program is open. Please contact Mr. Kirk Williams for more information.

The Greenburgh Housing Authority's 5 Year Agency Plan draft was posted on the website as of January 10th, 2025.

Online applications are being accepted for the Police Officer exams to be given by Westchester County.

PUBLIC HOUSING:

Tenants are strongly encouraged to purchase renters' insurance to protect your personal property.

INCOME VERIFICATION – Please note as per your lease, all income needs to be disclosed to GHA. All income generated from tenant business activities on GHA property needs GHA approval and disclosure. Failure to do so will be construed as FRAUD and will be prosecuted.

Dogs - Please note that all dogs must be registered with GHA, unregistered dogs are a breach of our policy, and all dogs are always to be on a leash while on GHA property. Please pick up after your dog litters the ground, violators will be fined by housing. If you see an unattended dog on GHA property, please contact the Greenburgh Police Department at (914) 989-1700. PLEASE DO NOT FEED CATS ON THE PROPERTY.

All paperwork requests for the housing department (letters, shelter verifications, lease copies, etc.) will be mailed within 48 hours. Any tenant that wants paperwork emailed/faxed, must provide information (email address, fax number).

Any tenant who will suffer a significant income change going forward in their household, please contact the Public Housing/Section Eight departments at once and provide supporting documentation to determine if an adjustment is applicable.

MAINTENANCE:

Tenants who wish to be home during maintenance repairs, must give 2 days' advance notice along with a 4-hour window of availability for maintenance when contacting the office for the work order request. Pest control requests can continue to be called in, as necessary.

Tenants are responsible for any work order fees. For any questions regarding charges associated with work orders, please contact Mr. Marcus Stokes: Maintenance Department at (914) 946-2110, Ext. 102. ****FOR STATE SITE & GREENBURGH HEIGHTS TENANTS:** Please note that GHA charges \$10 for each replacement mailbox key. If you already have an extra key you can go to Home Depot to get a copy made, the maintenance department will no longer go unless you have no key.

CONSERVATION: Please conserve our valuable resources. Water is a valuable and expensive resource, do not waste it. Please turn your electrical appliances off when not in use, this includes TVs, lights, laptops, computers, etc. We appreciate your cooperation.

Use of propane tanks is prohibited on GHA property and in the units. All Propane tanks and propane grills will be confiscated and disposed of without notice.

MAINTENANCE:

To avoid sewer backups, it is imperative that all tenants follow GHA's policy regarding flushing unacceptable items (wipes, feminine hygiene products, paper towels, diapers, etc.) down the toilet. PLEASE DO NOT POUR GREASE DOWN THE KITCHEN SINK OR FLUSH IT DOWN THE TOILET. IT IS IMPERATIVE THAT ALL RESIDENTS COOPERATE ON THIS MATTER.

Please dispose of your garbage properly. Do not leave garbage in the shared areas. Tenants are requested to place all garbage in dumpsters carefully to avoid having litter on the ground in the garbage shed. This will also help prevent unwanted pests from being in the area. We request all tenants to follow this policy to keep the environment healthy and safe. Your cooperation is appreciated.

Monthly Extermination Schedule:

Please note, that the monthly extermination service is a mandatory requirement for all residents. The exterminator who will be accompanied by maintenance staff, comes once a month on Thursdays. Please review the schedule below for the day extermination service is scheduled for your building.

- 1st Thursday of each month – 1, 2, & 3 Oak Street Buildings.
- 2nd Thursday of each month – 1, 2, & 4 Beech Street along with 7 Maple Street Buildings.
- 3rd Thursday of each month – 1, 3, & 5 Maple Street Buildings.
- 4th Thursday of each month – All Greenburgh Heights sites, along with 101 Manhattan Avenue.

To access the product labels used by NuBorn Pest Control in our units, please visit:

<https://www.nubornpest.com/labels-sds>

*Any residents unable to access the labels at the above link online for NuBorn Pest Control, please request in writing to Greenburgh Housing Authority, to provide the labels used in our units.

***Please note, not all labels on NuBorn's website are used in our units. We will only provide labels for products that are used in our units.**

"Our mission is to provide and develop safe, affordable and quality housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization ..."



Helpful Numbers:

Answering Service (Maintenance Emergencies): (914)227-2712

Security Officers (5pm- 12am):

- H. Tucker (914) 527-0062,
- D. Clark (914) 362-5338

GHA Office: (914) 946-2110,2111

Greenburgh Police Department: (914) 989-1700

Fairview Fire Department: (914) 949-5600

Greenburgh Town Hall: (914) 989-1500

Theodore Young Community Center: (914) 989-3600

Greenburgh Animal Control (Greenburgh Police Department): (914) 989-1700

Greenburgh Health Center: (914) 989-7600

Human Society of Westchester: (914) 632-2925

Towing Company: Certified Towing and Transport (Only to retrieve your vehicle after it was towed, or to have a boot removed if one was put on your vehicle).

WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 2/24/25

Exam #: 60-012780

Exam Dates†: 5/3/25

Date Posted: 1/27/25

OR

JBCL: P9208, 0134

5/4/25

Revised: 2/7/25

POLICE OFFICER

Westchester County Department of Public Safety,
Cities of Peekskill and Rye, Towns & Villages

A NON-REFUNDABLE \$100.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted on-line for the 2025 Police Officer examinations. Paper Applications **WILL NOT** be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR, or scan the QR code.



Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to complete the on-line application. The **NON-REFUNDABLE** application processing fee **MUST** be paid on-line using a credit card. Visa, MasterCard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

Varies with Appointing Authority

VACANCIES

The list will be used to fill vacancies as they occur in the Westchester County Department of Public Safety and in all Westchester County Towns, Villages and the Cities of Peekskill and Rye.

Appointment to one department from this eligible list results in ineligibility for certification of a candidate's name to other departments.

RESIDENCY REQUIREMENT

1. **ELIGIBILITY:** All candidates for examination must be a legal resident of Westchester County at the time of examination and for at least one month prior thereto (April 3, 2025). Candidates will be required to submit proof of residency when requested.

† Due to the high volume of candidates, you may be assigned to either Saturday, May 3, 2025 or Sunday, May 4, 2025 to take your test. Your admission notice will tell you where and when you are scheduled to appear.

(a) The following documents will be accepted as proof of residency:

- 2024 Tax transcript (must request from IRS) and 2024 W2 or 1099 Form
- Most recent utility bill (electric, water, gas, internet, etc.)
- Most recent phone bill (land line only)
- Most recent mortgage bill

- Most recent rent bill or lease and copy of proof of latest month's payment (cancelled check or copy of money order)
- Most recent property or school tax bill

(b) For candidates who reside with their parent(s) who are residents of Westchester County, the following documents will be accepted as proof of residency:

- A notarized statement from a parent stating that the candidate resides with them, and has as of April 3, 2025 or earlier; and
- A copy of one of the documents listed in (a) above establishing the parent(s) residency; and
- A copy of the candidate's valid New York State Driver's license reflecting his/her parent's address and
- Any verifiable document showing candidate's name.

2. **RESIDENT PREFERENCE IN APPOINTMENT:** Preference may be given to eligibles who were residents of the appointing jurisdiction at the time of the examination and for at least one month prior thereto, so long as they actually reside, at the time of appointment, in the municipality given in the application.
3. **RESIDENCY REQUIREMENTS AT TIME OF APPOINTMENT:** are those established in section 3.2 of the Public Officers Law. Please see the last page of announcement for those requirements.
4. **RESIDENCY REQUIREMENTS AFTER APPOINTMENT:** Certain local jurisdictions may require newly appointed police officers to establish residence within or near their boundaries. Applicants should check with the jurisdiction of their choice to ascertain any local requirements in this regard.

DUTIES

Under supervision, this position involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances in a town, village, the Cities of Rye or Peekskill or Westchester County. While the work consists primarily of routine patrol tasks and is performed under supervision of a higher ranking officer, Police Officers are required to exercise sound, independent judgment by applying relevant laws, rules and regulations in the performance of their duties and in emergency situations. Police officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and abilities necessary to satisfactorily carry out their assignments. Incumbents must be able to and must maintain the ability to carry a firearm. Does related work as required.

MINIMUM QUALIFICATIONS

IN ADDITION TO BEING A RESIDENT OF WESTCHESTER COUNTY, CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS:

EDUCATION: At the time of examination, either: (A) Graduation from a standard senior high school; or (B) possession of a high school equivalency diploma or a USAFI/GED.

STIPULATIONS: (i) Applicants may be approved conditionally to take civil service examinations if the minimum educational requirement is met within 12 months from the examination date.

(ii) As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting an official copy of their high school diploma or equivalent within 12 months from the exam date.

(iii) Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s) until an official copy of their high school diploma or equivalent is received.

SPECIAL REQUIREMENTS:

- (1) **AGE: Minimum Age for Participation in the Examination:** New York State law currently limits appointment as a Police Officer only to those individuals who have reached their **20th birthday**. Appointments from among those who pass the examination must adhere to age limitations that exist at that time. Individuals who do not satisfy such limitations will be restricted from appointment, but will become eligible if the limitations change to include their age.

There is no minimum age requirement to take the examination. However, candidate's name will be restricted and will not be certified until the minimum age required for appointment is reached.

Maximum Age Requirement for Participation in the Examination – Conditional Approvals: Candidates who meet all the minimum qualifications and pass this examination will have their names placed on the eligible list in the order of final scores. Candidates who exceed the maximum age requirement on the date of the written test as provided for in Section 58.1* of the Civil Service Law, may participate in this examination on a conditional basis. The names of conditionally qualified candidates will be restricted from certification pending any changes to the maximum age requirement. If the maximum age requirement is eliminated, these candidates will become eligible for certification.

*Section 58.1 (a) requires that applicants not be more than thirty-five (35) years of age as of the date when the applicant takes the written examination.

- (2) **LICENSE:** Possession of a valid New York State Driver's License at the time of appointment.

(3) **CITIZENSHIP:** U.S. citizenship is required at time of appointment. It is not necessary for admission to the examination.

(4) **PHYSICAL AND MEDICAL TESTS:** The current Medical and Physical Fitness Standards of the Municipal Police Training Council (MPTC) are available at [New York State Division of Criminal Justice Services](#). It should be noted that in addition to the written examination, an assessment of an individual's physical fitness might be made.

1. Candidates who achieve a passing score on the written test will be required to pass a qualifying physical agility test established by the Municipal Police Training Council (MPTC);
2. Candidates offered the position of Police Officer will be required to pass the medical standards established by the MPTC and a psychological screening examination will be required prior to appointment;
3. Failure of any one of the above qualifying tests will bar a candidate from appointment;
4. **NO-RETEST POLICY:** Candidates who must pass qualifying physical, medical, and psychological examinations will only be examined once. Failure on any part of a qualifying examination will render the candidate ineligible for certification and appointment from the eligible list. Candidates will be required to retake the written examination prior to taking another qualifying examination. There will be no retesting for drug screenings, physical agility, medical or psychological examinations required for any Civil Service examinations and/or appointments.

Psychological Evaluation: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

Westchester County has an appeals process for candidates who receive a disqualification notice for not meeting the psychological requirements for the public safety officer position. An appeal form will be sent to the disqualified candidate with instructions to send the appeal documents to Westchester County's Human Resources within 10 calendar days of the notice date. If materials are not received by the deadline, the candidate forfeits the appeal.

(5) **BACKGROUND INVESTIGATION:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). A criminal record search **WILL BE CONDUCTED BY THE APPOINTING AUTHORITY**. Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony will bar appointment. Conviction of a misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. A person adjudicated as a youthful offender may be disqualified for appointment. Because of the nature of this position, successful candidates will undergo a thorough investigative screening to determine suitability for appointment as a Police Officer.

Candidates should also be aware that an offer of employment as a Police Officer may be contingent on participation in and passing of a drug screening test designated by the Appointing Authority, and thereafter may be required to participate in such testing on a periodic basis throughout employment after appointment. Evidence of drug usage, including but not limited to Tetra Hydro Cannabinoids (Marijuana), may lead to disqualification from appointment or termination from employment.

Failure to meet the standards set for the investigative screening may result in disqualification. Prior to an offer of employment each candidate may be fingerprinted and be required to submit a fee determined by the N.Y. State Division of Criminal Justice Services to conduct a criminal record search. The refusal of any candidate to submit the required fee shall, in itself, constitute a declination of a valid offer of appointment. Candidates will be instructed at the appropriate time when and how to submit payment.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Successful completion of the Municipal Police Training Council's Police Officer Basic Training Course.

NOTES: (1) Prior to appointment, you will be required to show proof of the following documents:

- High School Diploma or GED;
- Birth Certificate;
- Social Security Card;
- Residency one month prior (4/3/2025) to the date of the written exam: 5/3/2025, as well as prior to the date of appointment from the eligible list, if applicable (see chart on last page of announcement). Proof of residency will be subject to in depth investigation at time of potential appointment. Any misrepresentations may result in disqualification, discharge and/or misdemeanor charges;
- Current, valid N.Y.S. Driver's License;
- Citizenship certificate (if you are a naturalized U.S. Citizen).

(2) It is anticipated that all costs for processing, medical tests/evaluations and psychiatric tests/evaluations will be paid by the candidate at time of offer of employment.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Situational Judgment** - These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
- 2. Language Fluency** - These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.
- 3. Information Ordering and Language Sequencing** - These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
- 4. Problem Sensitivity and Reasoning** - These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
- 5. Selective Attention** - These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
- 6. Visualization** - These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
- 7. Spatial Orientation** - These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

Test guide: A Guide for the Written Test for Entry-Level Law Enforcement is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Examination # 60-012780, Police Officer and examination # 60-012790, Police Officer (Spanish Speaking) will be given on the same day. In order to appear on both eligible lists (resulting from these examinations), you must submit a separate application and application fee for each examination number.

PHYSICAL FITNESS SCREENING TEST: (As mandated by the New York State Municipal Police Training Council)

Test Components/Stations:

Candidates will go from Stations I through III in order. Each station is pass/fail. Candidates must pass each station in order to proceed to the next station. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. See the following chart.

- Station I** **Sit-up** - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Monitor holds the feet down firmly. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. To pass this component, candidate must complete the requisite number of correct sit-ups in one minute.
- Station II** **Push-Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps). The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The monitor places one fist on the floor below the candidate's chest. If a male monitor is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (**elbows extended**), the candidate must keep the back straight at all times and lower the body to the floor until the chest touches the monitor's fist. The candidate then returns to the up position. **This is one repetition.** Resting should be done only in the up position. The total number of correct push-ups in one minute is recorded as the score.
- Station III** **Mile Run** - Candidate must be successful on Stations I and II in order to participate in Station III. It will be administered over a course of 1.5 miles. Candidate will be informed of his/her lap time during the test.

SCORING CHART

<u>AGE/SEX</u>	<u>SIT-UP</u>	<u>TEST</u> <u>PUSH-UP</u>	<u>1.5 MILE RUN</u>
MALE			
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
FEMALE			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31

Should a candidate take the Physical Fitness Screening Test and receive a failing grade, the candidate's name will be removed from the eligible list for the life of the list. Should a candidate take the Physical Fitness Screening Test and receive a passing grade, that grade is effective for two years. Candidates must retake the Screening Test in order to be appointed beyond the two years point.

Physical Fitness Screening Test results from other civil service jurisdictions may not be accepted for purposes of appointment with Westchester County or agencies under its jurisdiction.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

- Most Civil Service written tests do not require the use of a calculator or slide rule. The use of calculators is **PROHIBITED** for this examination. You may not bring books or other reference materials to the examination location. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials to the examination location.
- If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series.
There is NO reciprocity with New York City and you must make a choice between the two jurisdictions. Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. **IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2388. DO NOT CONTACT NEW YORK STATE.**
- Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources, (914-995-2388), for instructions.
- ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
- FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
- FOR COUNTY EMPLOYMENT** - If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.

7. 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, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.
8. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS. If claiming credit as a Veteran with a disability, attach form 102. If these documents are not submitted within sixty days of filing your application, your claim will be denied.**
 "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits. Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 [Authorization for Disability Record](#) and Form 102S [Authorization for Verification of Non-Disabled Veterans Credits Use](#) must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.
9. 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 on 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.

HOW TO APPLY

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

APPLICATION FILING FEE: A \$100.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

APPLICATION FEE WAIVER: 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 Social 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. The fee may also be waived for those who are serving active military duty and for Veterans (as defined in Section 50(5)(b) of the New York State Civil Service Law). Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

ALTERNATE TEST DAY REQUESTS: The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).
- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Candidates requesting an alternate date due to current active duty obligations must submit a written request to the Westchester County Department of Human Resources, within 60 days of their release from active duty.

Procedure:

Candidates who have met the criteria may be eligible for one alternate test date. As soon as a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Examinations Unit by e-mail at exam@westchestercountyny.gov, or call at (914) 995-2388. The request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled date and include appropriate supporting documentation. It is essential that the Examinations Unit receive these requests at least two weeks prior to the date of the written test, if applicable. Requests received on the date of the written test or thereafter will not be considered, unless they involve unforeseen emergencies. A medical emergency or illness occurring on the date of the examination must be documented by a medical professional seen on the date of the examination.

For emergencies, such as illness or death in the family, which occur on the scheduled written test date, the candidate must notify the Examinations Unit no later than close of business the Monday following the test date. If the candidate is unable to contact us, a family or household member, may, on the candidate's behalf, notify the Examinations Unit of the need for an alternate test date.

After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

APPLICANTS WITH DISABILITIES: If special arrangements for testing are required, please indicate this on your application.

Westchester County Department of Human Resources
Recruitment and Selection Unit
148 Martine Avenue, Suite 100
White Plains, New York 10601

OR

FAX: (914) 995-2009

OR

EMAIL: exam@westchestercountyny.gov

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence. No attempt will be made to locate candidates who have moved.

We may contact you with exam related correspondence (i.e. Admission Notice, Notice of Exam Results, Request for Additional Information and Transcripts, Disqualification Notices etc.) through e-mail. Candidates are responsible for maintaining valid e-mail and responding to e-mail notifications regarding Westchester County Civil Service examinations.

Admission notices may not be sent to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing, within 10 days of receipt of the notice.

AT TIME OF **APPOINTMENT**, CANDIDATES MUST MEET THE FOLLOWING RESIDENCY REQUIREMENTS TO BE ELIGIBLE FOR APPOINTMENT IN THE JURISDICTIONS LISTED:

<u>Resident of</u>	<u>Eligible for Appointment in these local jurisdictions</u>	
WESTCHESTER	<u>ALL</u>	
BRONX	<u>ALL</u>	
DUTCHESS	<u>ONLY</u>	Bedford, Briarcliff Manor, Buchanan, Croton-on-Hudson, Elmsford, Greenburgh, Harrison, Irvington, Lewisboro, Mount Kisco, Mount Pleasant, New Castle, North Castle, North Salem, Ossining (Town & Village), Peekskill, Pleasantville, Pound Ridge, Rye Brook, Sleepy Hollow, Somers, Tarrytown, Yorktown and Department of Public Safety
KINGS	<u>ONLY</u>	Larchmont, Mamaroneck, (Town & Village), Port Chester, Rye Brook, Rye City, Pelham Manor and Department of Public Safety
NASSAU	<u>ALL</u>	
NEW YORK	<u>ALL EXCEPT</u>	Lewisboro and North Salem
ORANGE	<u>ALL</u>	
PUTNAM	<u>ALL</u>	
QUEENS	<u>ALL EXCEPT</u>	Buchanan, Lewisboro, North Salem, Peekskill and Somers

RICHMOND

ONLY

Department of Public Safety, Pelham Manor and Rye Brook

ROCKLAND

ALL

SUFFOLK

ALL

SULLIVAN

ONLY

Department of Public Safety and Rye Brook

ULSTER

ONLY

Bedford, Buchanan, Croton-on-Hudson, Greenburgh, North Salem, Ossining (Town & Village), Peekskill, Rye Brook, Somers, Yorktown and Department of Public Safety

Candidates will be required to supply verifiable documentation as to proof of residency in a subsequent investigating procedure.

PLEASE NOTE: AT TIME OF EXAMINATION, AND ONE MONTH PRIOR THERE TO, CANDIDATES MUST BE RESIDENTS OF WESTCHESTER COUNTY AS DETAILED ON PAGES 1 & 2 OF THIS EXAM ANNOUNCEMENT.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

www.westchestergov.com/hr

2025

Resident Scholarship Program



Now accepting applications!

HAI Group's Resident Scholarship Program helps low-income students pay for higher education. To date, we have awarded more than **\$1.8 million to over 500 students** across the country—students who have gone on to careers in nursing, education, social work, and more.

This year, we'll be awarding scholarships worth **\$6,000 each to 20 residents** to continue their education. Students may enter—and be awarded—scholarships for up to four consecutive years.

Eligibility:

Applicants must meet the following criteria:

Enrollment

Is or will be enrolled in an accredited and/or licensed technical school or accredited two- or four-year college or university in the United States for the fall 2025 semester.

Residency

Resides in a housing authority or in a property with a housing choice voucher (HCV) administered by a housing authority that is a member of Housing Authority Risk Retention Group (HARRG) or Housing Authority Property Insurance, A Mutual Company (HAPI) or resides in an affordable housing property insured by Housing Enterprise Insurance Company (HEIC).

Citizenship

Must be a United States citizen or a permanent resident (with a green card).

Other

Must follow all other rules outlined in the [official rules](#).

ACT NOW!

Visit haigroup.com/scholarships to learn more about the program or access our online application.

Applications are due by 3:30 p.m. ET on Friday, May 30, 2025.