

Examination Information

Instructions: The SOQ must specifically address your education and experience as it relates to each Desirable Qualification. The SOQ must not exceed 5 pages, single-sided and double-spaced with 12-point Arial font. Failure to follow this format and the guidelines below may result in disqualification.

When responding to the Supplemental Application questions, please follow these guidelines:

- a) Your responses must be typewritten or generated by a computer on 8 ½" x 11" paper.
- b) Identify each page with your full name.
- c) Make sure your responses are complete, specific, clear, and concise.
- d) Respond to each numbered item separately and indicate the corresponding item number for each response.
- e) In describing experience, you must include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, areas and scope of responsibilities, and size of staff managed.
- f) Please limit your responses to one page per question.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.