



WATERVLIET CIVIL SERVICE COMMISSION

City Hall - 2 Fifteenth Street – Watervliet, NY 12189

518-270-3800 Ext. 114

www.watervliet.com

Policy on Evaluating Qualifying Experience

All applicants must meet the minimum qualifications as stated on the exam announcement or job posting. **All exam application filing fees are non-refundable. If you do not meet the minimum qualifications, you will not be issued a refund.**

Experience will be rated as follows:

- 1-10 hours worked per week = $\frac{1}{4}$ of full time experience
- 11-20 hours worked per week = $\frac{1}{2}$ of full time experience
- 21-30 hours worked per week = $\frac{3}{4}$ of full time experience
- 31-40 hours worked per week = full time

The rating scale will be applied to all part-time experience noted on the application to determine full-time equivalency.