

To receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans' Administration. The DD 214 and proof of disability classification must be submitted at the time of the written examination.

Veterans' dates for active duty war veterans are as follows:

December 7, 1941 - December 31, 1946

June 27, 1950 - January 31, 1955

July 1, 1958 - January 1, 1959

August 5, 1964 - May 7, 1975

August 20, 1982 - December 31, 1987

December 20, 1989 - January 31, 1990

August 2, 1990 - May 1, 1994

September 18, 2001 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

October 16, 2002 - A period prescribed by law, an Act of Congress or Presidential Proclamation.

This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."

Qualifications:

Graduation/GED from a standard high school. Knowledge of modern office practices and procedures. Ability to exercise proper business English and mathematical analysis. Familiarity with the purpose and operations of municipal departments. Ability to understand and follow fairly complex oral and written instructions. Skill to maintain complex clerical records and to prepare reports from such records. Ability to plan and organize work and to supervise others. Ability to exercise mature and sound judgment in making decisions in accordance with City and departmental policy. Familiarity in the use and application of modern computer technology and experience with Microsoft Word, Excel and Access. Strong oral and written communication skills and the ability to interact professionally and courteously with coworkers and the general public.