

How to request Reasonable Accommodation for a **Civil Service Exam?**

Civil Service provides reasonable accommodation to qualified applicants and employees for Civil Service Exams under Title I of the Americans with Disabilities Act (ADA).

To be considered for reasonable accommodation, you must:

- Submit a completed Request for Accommodation form online prior to the **posted closing date** of the recruitment.
- Provide all information and documentation requested on the Request for Accommodation form. Documentation of the disability is required and must be issued by a licensed medical professional, a licensed vocational rehabilitation specialist, or any agency that issues or provides disability benefits. *We have the utmost regard for privacy regarding this information and we only use it for the required purposes.*

Examples of accommodations considerations include:

- Large-print exam booklets.
- Extended time.
- Distraction-free rooms.
- Scribes to transfer answers to Scantron bubble sheets or record dictated notes and essays.
- Translator services.
- Wheelchair-accessible testing stations.

Do you have questions? CONTACT US!
Civil Service is here to help you navigate the process.

Email: CivilService@Reno.gov

Phone: (775) 334-2223

The City of Reno is an equal opportunity employer, and values diversity within the organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

