



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer

(716) 438-4071

CLERICAL I

No 2019-49 Examination Open to the Public County Salary \$16.82 –18.91/Hr

This examination will be held to establish an eligible list to fill Clerk, Typist, and Clerical I vacancies that may occur in various agencies under the jurisdiction of Niagara County Civil Service. Salaries vary within the municipalities. **The eligible list will be established initially for a two (2) year duration only and may be extended at the discretion of the Personnel Officer. The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. Salaries vary within the municipalities. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. **Your application will be disapproved if you do not meet these qualifications and your filing fee will not be refunded.**

Graduation from high school or possession of a high school equivalency diploma. – Please state clearly which high school you graduated from; or list the equivalency diploma number and year received; or attach a copy of the equivalency diploma.

SPECIAL REQUIREMENT: All candidates must pass a qualifying typing performance test at thirty-five (35) words per minute. **The performance test will be administered on MAY 11, 2019.**

****** TYPING PERFORMANCE TEST WAIVER - PLEASE READ CAREFULLY******

If a candidate has already passed a thirty-five (35) words per minute or higher typing test administered by the Niagara County Civil Service, or any municipal Civil Service Commission, or the New York State Department of Labor Job Service, or the New York State Department of Civil Service within four (4) years of the date of the written test, the typing performance test may be waived. Performance test waivers may be submitted up to the day prior to the date of the performance test. Information submitted must contain the title and location of the typing test, the date and the passing grade. **Candidates requesting a waiver must clearly submit proof prior to the performance test date indicating the title for which it is to be applied.**

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.

FILING DEADLINE

APRIL 8, 2019

A non-refundable \$15.00 application fee is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: MARCH 11, 2019

EXAMINATION DATE

MAY 4, 2019

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

DUTIES: Performs routine clerical work involving the performance of clerical tasks in accordance with standard procedures and policies. Although detailed instructions are given for new or different assignments and tasks are rather definitely fixed, employees must occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

SUBJECT OF EXAMINATION – There will be a written test, which you must pass in order to be considered for appointment. Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. **Clerical Operations, with letters and numbers** – These questions test your skills and abilities in clerical operations involving comparing, checking and counting. The questions require you to follow the specific directions given for each questions which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
2. **Spelling** – These questions test your ability to spell words that are used in written business communications.
3. **Record Keeping** – These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more “sets” of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

A Guide to Taking the Written Test for *Typist Series Study Guide* is being used for the **Clerical I** examination and is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm> In addition; a copy of this test guide can also be obtained on our web site www.niagaracounty.com. Candidates are encouraged to visit this website to view or obtain a copy of this publication.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.***

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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review [**IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES**](#)