



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

Malcolm A Needler
Personnel Officer

(716) 438-4071

CLERICAL II

NO. 2019-30 Examination Open to the Public County Salary \$17.41 – 19.60/Hr

This examination will be held to establish an eligible list to fill any appropriate Senior Typist or Clerical II vacancy that may occur in various agencies under the jurisdiction of the Niagara County Civil Service. Salaries vary within the municipalities. **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: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field; **OR**

Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.**

NOTE: **Store clerk or cashier experience is not qualifying experience. Part-time experience will be pro-rated towards meeting the experience requirement. **“Out-of title” work experience will not be acceptable qualifying experience.**

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE NIAGARA COUNTY CLERK'S OFFICE: Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

SPECIAL REQUIREMENT: Must be able to type at a minimum of thirty-five (35) words per minute. Candidates will take a decentralized qualifying ****typing performance test at thirty-five (35) words per minute. **The performance test will be administered on March 16th after candidates complete the written exam.**

****** 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. PLEASE DO NOT CONTACT OUR OFFICE** as we will be unable to give you any information regarding previous typing tests.

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.

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.

FEE WAIVERS: Waivers for the filing fee must be completed in full and you are responsible for submitting all of the required documentation or your application will be disapproved.

APPLICATIONS MUST BE
RECEIVED OR
POSTMARKED BY
FEBRUARY 14, 2019

A non-refundable **\$15.00** application fee must accompany each application. Submit **check; money order** or a **copy of online payment** - payable to: **Niagara County Civil Service.**

ANNOUNCEMENT ISSUED: January 14, 2019

EXAMINATION DATE
March 16, 2019

DUTIES: Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Clerical I in the greater difficulty of tasks and a higher level of responsibility. 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. **Spelling** – These questions test for the ability to spell words that are used in written business communications.
2. **Grammar, Usage, Punctuation** – The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.
3. **Keyboarding Practices** – These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
4. **Office Record Keeping** – These questions evaluate your ability to perform common office 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.
5. **Office Practices** – These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

NOTICE TO CANDIDATES: The use of calculators is **PERMITTED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as **Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries**, or any similar devices **are prohibited**. *You will not be permitted to use the calculator function of your cell phone*

A Guide to Taking the Written Test for Senior Typist Series Study Guide – is being used for the **Clerical II** examination and is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm> or in Niagara County Civil Service Office, 111 Main Street – Suite G2, Lockport, NY 14094. You may also find a copy on our Website at 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.**

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 request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment.** *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.*

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.

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” - prior to filing for this examination.