



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

Malcolm A Needler
Personnel Officer

(716) 438-4071

SENIOR TYPIST LEWISTON PORTER CSD

NO. 21-040 Examination Open to the Public Salary Range: \$18.00 – \$19.00/Hour

This examination will be held to establish an eligible list to fill three current vacancies and any other appropriate Senior Typist vacancies that may occur in the Lewiston Porter Central School District. **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. **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 an 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 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.

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.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLIN

SEPTEMBER 10, 2021

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**

EXAMINATION DATE

OCTOBER 16, 2021

ANNOUNCEMENT ISSUED: AUGUST 9, 2021

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 **ALLOWED**. 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.**

A Guide to Taking the Written Test for Senior Typist Series Study Guide is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm> and on our website at www.niagaracounty.com

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, 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.

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.***

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 arrangements for taking all tests at one test site. All examinations 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