



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

Malcolm A Needler
Personnel Officer
(716) 438-4071

COURIER – MAIL CLERK

No 24-054 Examination Open to the Public

Salary Range: \$20.86 – 23.19
Municipal Salaries Vary

The examination will be held to establish an eligible list used to fill one (1) current part-time vacancy at Niagara County Community College and any other appropriate vacancies that may occur in various agencies under the jurisdiction of Niagara County Civil Service during the life of the list. **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: Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

Graduation from high school or possession of an equivalency diploma and six (6) months of paid clerical experience.

NOTE: Paid part-time experience will be pro-rated. Completion of six (6) college credit hours in a business related field may be substituted for the experience requirement.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License and availability of a private vehicle in safe working condition to carry out the duties of the position at time of appointment and for the duration of employment

DUTIES: The incumbent performs routine tasks of a repetitive nature. Responsibilities include picking up, sorting, and delivering mail, packages, materials, supplies, and active, inactive, or archival records to various departments and agencies throughout the civil division. The incumbent drives department vehicles and when necessary his/her private vehicle to carry out the duties of the position. The work is performed under general supervision in accordance with prescribed practices and procedures. The incumbent exercises independent judgment in certain cases. Does related work as required.

NOTICE TO CANDIDATES: The use of calculator 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 and smart watches are prohibited.**

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.

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 DEADLINE

APRIL 12, 2024

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: February 27, 2024

EXAMINATION DATE

MAY 4, 2024

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

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.

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

1. **Alphabetizing** – These questions test your ability to file material in alphabetical order.
2. **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 specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

A Guide to Taking the Written Test for **Entry-level Clerical Study Guide** is being used for this examination and is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm>. 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 ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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](https://niagara-portal.mycivilservice.com/)**
Exams/Jobs Portal - **<https://niagara-portal.mycivilservice.com/>**

Niagara County Civil Service # 2024-54