



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740**

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

GRAPHIC TECHNICIAN

No 78-462 Promotional Examination

Salary Range: \$20.97- \$24.56/hour

The examination will be held to establish an eligible list used to fill one (1) current vacancy at Niagara County Community College and any appropriate vacancies that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Duplicating Machine Operator at Niagara County Community College immediately preceding the date of written examination.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

| | |
|------------------------------|----------|
| Less than 1 year | 0 points |
| 1 year up to 6 years | 1 point |
| Over 6 years up to 11 years | 2 points |
| Over 11 years up to 16 years | 3 points |
| Over 16 years up to 21 years | 4 points |
| Over 21 years up to 26 years | 5 points |

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

DUTIES: The work involves the development and creation of graphic designs and presentations. An employee in this class is required to exercise extensive creativity in the preparation of graphic materials and presentations. The work is performed under direct supervision with some leeway allowed for the exercise of independent judgment in planning work details and art methods to be used. Supervision may be exercised over subordinate staff assigned to this function. Does related work as required.

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.**

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

FILING DEADLINE

AUGUST 23, 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

EXAMINATION DATE

OCTOBER 19, 2019

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

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. **Principles and practices of publication production:** These questions test for knowledge of the basic principles, practices and terminology related to the production of printed materials. Topics may include size, format, layout, paper and ink, reproduction methods, and design of text and graphics.
2. **Preparation and utilization of graphics:** These questions test for knowledge of the principles, practices, terminology, and equipment related to preparing graphic materials for print or display. Questions may cover such aspects as choosing graphic materials, producing and manipulating hand-drawn or computer-generated illustrative materials, and making choices regarding graphic layout and design.
3. **Preparing copy for printing/reproduction:** These questions test for knowledge of the principles, practices, and terminology related to the preparation of copy for print or display. Topics may include such aspects as entering text using a computer or composing machine, making choices regarding copy layout and design, and following copy specifications and guidelines.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

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.

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 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**](#)