



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

DOCUMENT CLERK – Revised 8/8/2019

No 60-196 Examination Open to the Public

Salary Range: \$18.14-20.44/hour

The examination will be held to establish an eligible list used to fill any appropriate vacancy that may occur 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 a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in paralegal studies, business administration, accounting, or a related business field **AND** one (1) year of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public.

Graduation from high school or possession of an equivalency diploma and three (3) years full-time paid progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public.

SPECIAL REQUIREMENT:

1. 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.
2. Candidates must be able to type at the rate of thirty (30) words per minute.
- 3.

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

If a candidate has already passed a thirty (30) 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.**

NOTE: Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted. *Experience must be in a professional office environment involving the maintenance and review of documents.

DUTIES: This position is responsible for overseeing the flow of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Clerical II in the greater difficulty of tasks and higher level of responsibility. Work is performed under a supervisor of a higher title, allowing for the exercise of independent judgment. The incumbent may supervise a small number of subordinate clerical workers by assigning and assisting in less complex work of the department. An incumbent in this class may be assigned to other areas which are under the administrative management of the County Clerk and be responsible for utilizing associated information management systems and documents relevant to that area. Does related work as required.

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**

ANNOUNCEMENT ISSUED: July 29, 2019

EXAMINATION DATE

OCTOBER 19, 2019

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.**

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 submitted with required 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. **Name and number checking:** These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. **Operations with Letters and Numbers:** These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
3. **Customer service:** These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
4. **Working with office records:** These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

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 arrangements for taking all tests at one test site. All examinations 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**](#)

Niagara County Civil Service #2019-73