

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 2013-1 FOR

CLERK

DATE OF EXAM

April 20, 2013

LAST FILING DATE

March 25, 2013

SALARY

Contractual

CLERK EXAM #2013-1 Newburgh Enlarged City School District, 124 Grand Street, Newburgh, NY./City of Newburgh, 83 Broadway, Newburgh, NY. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. No personal checks accepted. Cash or money order made payable to the City of Newburgh only. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN MARCH 25, 2013. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF MARCH 25, 2013. (See reverse side for fee waiver information)**

GENERAL STATEMENT OF DUTIES: Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

MINIMUM QUALIFICATIONS TO APPLY:

Graduation from high school or possession of a high school equivalency diploma AND any combination of training and experience sufficient to indicate the ability to do the work.

SPECIAL REQUIREMENT WHEN ASSIGNED TO SCHOOL DISTRICT HEALTH

OFFICE: Completion of a basic First Aide Course, under the direction of the school district's supervisor over health services, is required prior to completion of probationary term.

SUBJECT OF EXAMINATION: The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. ALPHABETIZING: These questions are designed to test a candidate's ability to file material accurately in alphabetic order.

2. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.

3. RECORD KEEPING: These questions are designed to test a candidate's ability to perform common 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.

SEE REVERSE SIDE

THE PASSING GRADE FOR THIS EXAMINATION IS 70.0. This written examination is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

CALCULATOR STATEMENT: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators" or dictionaries, or any similar devices are prohibited.

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214).

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance, (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

Applicants must answer every question on the application form and be sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by applicants are subject to verification.

Note to Saturday Sabbath Observers and/or Disabled Candidates: If special arrangements for testing are required, you must so indicate on your application.

Applications are available at the office of the Civil Service Commission, City Hall 83 Broadway, Newburgh, NY 12550, Monday – Friday from 8:30 – 4:30, or on-line at www.cityofnewburgh-ny.gov.

**THE CITY OF NEWBURGH
AN EQUAL OPPORTUNITY EMPLOYER**

NEWBURGH CIVIL SERVICE COMMISSION

Richard Gadbois – Chairman
Thomas Barry- Commissioner
Cindy Holmes - Commissioner
Michelle Mills - Administrator

Issue Date: March 5, 2013

