

**PLEASE POST CONSPICUOUSLY**  
**THE CITY OF NEWBURGH**  
**CIVIL SERVICE COMMISSION ANNOUNCES**

**OPEN COMPETITIVE EXAMINATION NO. 67440 FOR**

**RECORDS MANAGEMENT OFFICER**

**DATE OF EXAM**

APRIL 23, 2016

**LAST FILING DATE**

MARCH 21, 2016

**STARTING SALARY**

\$53,856

**RECORDS MANAGEMENT OFFICER EXAM NO. 67440** City of Newburgh Department of Records Management, City Hall, 83 Broadway, Newburgh, NY 12550. 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 21, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF MARCH 21, 2016.

**GENERAL STATEMENT OF DUTIES:** This work involves responsibility for administering the retention, retrieval and disposition of public records for all City departments. The work also involves responsibility for advising and acting as a consultant to departments in areas such as physical & electronic files control, micrographics, scanning, adopted NYS retention schedule maintenance & control, machine readable records, and other information related subjects. Work is carried out in accordance with local, state and federal laws and guidelines and is performed under the general supervision of the City Clerk. Considerable leeway is allowed for the exercise of independent judgment in carrying out assigned duties. General supervision may be exercised over subordinate staff; Does related work as required.

**MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:** Either;

- A. Bachelor's Degree in Library Science, Information Technology, Engineering, Surveying, Public Administration, or a closely related field and two years of full-time paid experience in an archives, library, museum or governmental agency which involved acquiring, referencing, filing and disposal of records, Or;
- B. Associate's Degree in Information Technology, Engineering, Surveying, or closely related field and three years of full-time paid experience in an archives, library, museum or governmental agency which involved acquiring, referencing, filing and disposal of records, Or;
- C. Possession of a high school diploma or equivalency and five years of full-time paid experience in an archive, library, museum or governmental agency which involved acquiring, referencing, filing and disposal of records.

**Note: College transcripts must be submitted with application.**

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

1. Clerical operations with letters and numbers.
2. Office management.
3. Office record keeping.
4. Preparing Written Material.
5. Supervision.
6. Understanding and Interpreting Written Material.

An expanded description of the subjects of the exam is available upon request at the civil service office.

**NOTICE TO CANDIDATES:** The use of quiet, hand-held, solar or battery powered calculators is permitted for this exam. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators", dictionaries, or any similar devices are prohibited.

**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](http://www.cityofnewburgh-ny.gov).

**CROSS FILING INSTRUCTIONS:** If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

**VETERAN'S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran's credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

**NOTICE TO CANDIDATES:** .

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

**Note to Handicapped or Disabled Candidates and Saturday Sabbath Observes:** If special arrangements for testing are required, indicate so on your application form.

Application are available at the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**THE CITY OF NEWBURGH  
AN EQUAL OPPORTUNITY EMPLOYER  
[www.newburgh-ny.gov](http://www.newburgh-ny.gov)**

Richard Gadbois – Chairman  
Thomas Murphy – Commissioner  
Vera Best - Commissioner  
Michelle Mills - Administrator

ISSUE DATE: February 25, 2016

