

PLEASE POST CONSPICUOUSLY

**THE CITY OF NEWBURGH
CIVIL SERVICE COMMISSION ANNOUNCES**

OPEN COMPETITIVE EXAMINATION NO. 64195

FOR

PRINCIPAL TYPIST

DATE OF EXAM

MARCH 14, 2015

LAST FILING DATE

FEBRUARY 17, 2015

SALARY

To Be Determined

PRINCIPAL TYPIST EXAM NO. 64195: Newburgh Enlarged City School District, 124 Grand Street, Newburgh, NY 12550. A promotional exam will be held on the same day and the resulting eligible list will be certified first for any existing vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applicants, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDERS 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 FEBRUARY 17, 2015. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF FEBRUARY 17, 2015. SEE REVERSE SIDE FOR FEE WAIVER INFORMATION.

GENERAL STATEMENT OF DUTIES: This is an important position involving responsibility for the performance of a number of varied or unrelated clerical tasks which require the exercise of independent judgment, and a thorough understanding of specific law, office rules, procedures and policies and a substantial amount of keyboarding. Work is done under the general supervision of a building principal or other designated administrator. Direct or general supervision may be exercised over the work of one or more full or part-time clerical staff.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

Graduation from high school or possession of a high school equivalency diploma and five years of progressively responsible clerical experience which shall have included keyboarding; or any equivalent combination of training and experience sufficient to indicate ability to do the work.

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

1. Grammar/Usage/Punctuation - Level 2
2. Keyboarding Practices - Level 2
3. Office Record Keeping
4. Office Practices – Level 2
5. Spelling - Level 2
6. Supervision

An expanded description of the subjects of the examination is available upon request from the civil service office.

SEE REVERSE SIDE

PERFORMANCE TEST: There will be a qualifying typing performance test at 50 words per minute, to be given at a later date. You must pass both the written and performance test to be considered for appointment. Candidates may be invited to the performance test in order of the scores they achieve on the written test.

The passing grade for the written examination is 70.0. This written examination is being prepared and rated by the NYS Department 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 examination apply.

WAIVER OF TYPING TEST:

The typing test will be waived for any candidate who has previously qualified on a typing test at the minimum rate of 50 words per minute that was administered by either the NYS Dept. of Civil Service, The Office of Court Administration, or any county, city or other local government within New York State, within five years from the date of this exam. Candidates must provide supporting documentation with the application in order to be eligible for this waiver.

CALCULATOR STATEMENT: 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', '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.

CROSS FILING INSTRUCTIONS TO CANDIDATES APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED FOR THE SAME DATE:

If you have applied to take any other NYS civil service exams 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 three 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.

Note: Saturday Sabbath Observers- Handicapped Persons; If special arrangements for testing are required, indicate so on your application form.

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).

Applications available Monday –Friday at the Office of Civil Service Commission, City Hall, 83 Broadway, Newburgh, New York 12550 or on-line at www.cityofnewburgh-ny.gov

NEWBURGH CIVIL SERVICE COMMISSION

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

Issue Date: January 27, 2015