

**PLEASE POST CONSPICUOUSLY**

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

**PROMOTIONAL EXAMINATION NO. 74698 FOR**

## **Senior School Office Manager**

**DATE OF EXAM**

**May 2, 2015**

**LAST FILING DATE**

**April 10, 2015**

**SALARY RANGE**

**\$26,660 - \$38,534**

**SENIOR SCHOOL OFFICE MANAGER EXAM NO. 74698:** Newburgh Enlarged City School District, 124 Grand Street 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 APRIL 10, 2015. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF APRIL 10, 2015

**GENERAL STATEMENT OF DUTIES:**

Performs varied clerical, keyboarding and public contact work in the management of a large school office; Does related work as required.

**MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:**

Two years of permanent competitive class status in the Newburgh Enlarged City School District as either a Stenographer, Typist, Clerk, or Account Clerk.

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

1. Office management.
2. Office record keeping.
3. Preparing written material.
4. Public contact principles and practices.
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.

**SEE REVERSE SIDE**

**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.

**SENIORITY CREDITS:** Points will be added to an eligible score as follows; One (1) point for each five (5) year period or fraction served in permanent service with the Newburgh Enlarged City School District.

**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:** 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.

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 Observers:** If special arrangements for testing are required, indicate so on your application form.

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

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

ISSUE DATE: March 17, 2015