

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 61858 FOR

Secretary to the Land Use Boards

DATE OF EXAM

October 29, 2016

Starting Salary

\$33,717

LAST FILING DATE

September 26, 2016

Secretary to the Land Use Boards Exam No. 61858: City of Newburgh Department, 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 SEPTEMBER 26, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF SEPTEMBER 26, 2016. (See exam fee waiver statement on reverse side).

GENERAL STATEMENT OF DUTIES:

Independently meets the public and provides customer service in advising and enacting applications of individuals, or corporations from the public to the land use boards. Under the direction of the Director of Planning & Development, performs routine clerical work in maintaining records, and in processing applications and documents, and assists in performing more difficult and responsible phases of this work; does related work as required. Must have a comprehensive understanding of the responsibilities and workings of the land use boards, and of the codes which govern the operations of the boards and the advisory commissions.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM: Either;

A. Associate's Degree and 1 year experience in an office setting which included compilation and maintenance of financial accounts and records, or;

B. Graduation from high school, or possession of a high school equivalency diploma, and 2 years' experience in an office setting which included compilation and maintenance of financial accounts and

Note: College transcripts or copy of degree must be submitted with application -or no later than the last filing date.

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

- 1. Name and Number Checking.**
- 2. Office Record Keeping.**
- 3. Operations With Letters and Numbers.**
- 4. Public Contact Principles and Practices.**

An expanded description of the subjects of the examination is available upon request from the civil service office. The NYS Dept. of Civil Service has not prepared a test guide for this exam. The publication "How to take a written test" may be helpful in preparing for this test. It is available on-line at www.cs.ny.gov/testing/localtestguides.cfm

See Reverse Side

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. Cell phones are also 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: 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.

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

Thomas Murphy– Chairman

Vera Best - Commissioner

John Powell – Commissioner

Michelle Mills - Administrator

ISSUE DATE: August 31, 2016