

**MUNICIPAL CIVIL SERVICE COMMISSION**  
**MUNICIPAL BUILDING     ONE LOCKS PLAZA     LOCKPORT, NEW YORK**

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**OPEN COMPETITIVE EXAMINATION**

FOR:

**SCHOOL SECRETARY I**

**Lockport City School District**

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**LAST DAY FOR FILING:**

**November 15, 2019**

Exam No. 0-39

**DATE OF EXAMINATION:**

**December 14, 2019**

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**FILING FEE:**

A \$15 filing fee must accompany your application. Checks and money orders are to be made out to the City of Lockport Dept of Civil Service.

**VACANCIES:**

The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Lockport City School District.

**SALARY:**

Appointment expected at \$29,125/yr.

**RESIDENCY:**

Candidates must have been legal residents of Niagara County for at least six (6) months immediately preceding the date of the written exam and must be a resident at the time of appointment.

**DUTIES:**

The work involves responsibility for performing routine clerical and typing, duties requiring a general understanding of law, office rules, procedures, and policies as they relate to the School District. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods to routine cases. Employees in this title either work as a secretary in an elementary school or as a secretary to a guidance counselor, or an educational director. Does related work as required.

**MIN. QUALIFICATIONS:** Candidates must meet one of the following either on or before the date of the written examination:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience which shall have involved typing, **OR**

Three (3) years of experience which shall have involved typing, or computer experience; **OR**

An equivalent combination of training and experience as defined by the limits of (1) and (2).

**SUBJECT OF EXAM:**

Written examination will cover knowledge, skills and abilities in such areas as:

**1. Spelling:**

These questions test for the ability to spell words that are used in written business communications.

## **2. Grammar, Usage, Punctuation**

The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.

## **3. Keyboarding Practices:**

These questions test for knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.

## **4. Office Record Keeping:**

These questions evaluate your ability to perform common office 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.

## **5. Office Practices:**

These questions test for knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

**Typing Performing Test:** Candidates who are successful on the written portion of the exam and go onto accept a permanent competitive position with the Lockport City School District will have their typing skills evaluated during their probation period.

## **CALCULATORS ARE ALLOWED FOR THIS EXAMINATION**

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, dictionaries, or other similar devices are prohibited. Use of books and other reference materials are prohibited.

This written exam 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 rating of exams will apply to this test.