

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

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**PROMOTIONAL EXAMINATION**  
**FOR:**  
**PAYROLL & BENEFITS COORDINATOR**

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**LAST DAY FOR FILING:**

**April 15, 2020**

Exam No. 75-554

**DATE OF EXAMINATION:**

**May 16, 2020**

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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.

**VACANCIES:**

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

**SALARY:**

Appointment expected between \$44,951-\$51,142/YEAR.

**DUTIES:**

This is a very responsible position and involves difficult clerical work requiring excellent judgment, discretion and attention to detail. The work requires the understanding of specific laws, labor contracts and office procedures and policies. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work.

**RESIDENCY:**

A condition of employment is as follows:

Candidates, if not already residents of the City of Lockport, must become a resident of the City of Lockport within six (6) months of the date of a permanent appointment and remain a City resident during the entire time of employment.

**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 an equivalency; AND

Eighteen (18) months of permanent competitive status as a Principal Account Clerk or Senior Account Clerk for the City of Lockport.

**SUBJECT OF EXAM:**

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

**Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

**Operations with Letters and Numbers**

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percent's, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **Working with office records**

These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percent's. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

### **CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION**

Candidates are allowed 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. Use of books and other reference material is prohibited.

**Applications:** Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-11.

This written exam is being prepared and rated by the NYS Department of Civil Service in accordance with §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.