

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

**OPEN COMPETITIVE EXAMINATION
FOR:
ACCOUNT CLERK
LOCKPORT CITY SCHOOL DISTRICT**

LAST DAY FOR FILING:
DECEMBER 22, 2020
Exam No. 0-42

DATE OF EXAMINATION:
JANUARY 23, 2021

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 City of Lockport.

SALARY: Appointment expected at approximately \$35,068/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 for the Lockport City School District.

DUTIES: The work involves responsibility for performing clerical duties and utilizing standardized account-keeping practices in maintaining and reviewing financial accounts and records. The work is performed under direct supervision with detailed instructions given for new or difficult assignments. Does related work as required.

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

- (A) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a bookkeeping course; **OR**
- (B) Two (2) years of experience in maintaining financial accounts and records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

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

1. OPERATIONS WITH LETTERS AND NUMBERS: These questions test your 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.

2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS: These questions test for the ability 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.

3. ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percent's, decimals, and fractions. **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.

CALCULATORS ARE RECOMENDED 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 devises are prohibited. You will **NOT** be permitted to use the calculator function of your cell phone. Use of books and other reference material is prohibited.

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.