

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT NY 14094

OPEN-COMPETITIVE EXAMINATION
FOR:
RECORDS CLERK TYPIST

LAST DAY FOR FILING
SEPTEMBER 20, 2022
Exam No. 69-228

DATE OF EXAMINATION
OCTOBER 22, 2022

- FILING FEE:** A non-refundable \$15.00 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 exam will be used to fill vacancies as they occur in the City of Lockport Housing Authority.
- RESIDENCY:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.
- SALARY:** Appointment expected at \$33,360-\$39,315/YR.
- DUTIES:** The work involves responsibility for performing clerical, typing and computer duties, requiring a general understanding of specific law, office rules, procedures and policies. The work is performed under general supervision with leeway for the use of independent judgment in carrying out the details of the work. Does related work as required.
- MINIMUM QUALIFICATIONS:**
- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which shall have involved keyboarding/typing and account maintenance; **OR**
 - (b) Three(3) years of clerical experience which shall have involved keyboarding/typing and account maintenance; **OR**
 - (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).
- SUBJECT OF EXAM:**
- 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.

Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

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 ALLOWED 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 may be obtained at the Department of Civil Service, City of Lockport Municipal Building, One Locks Plaza, Lockport NY 14094 or by going to the Civil Service Web-page at: www.lockportny.gov. **Applications must be accompanied by the \$15.00 fee and received no later than the close of day specified on the top of page one under "Last Day for Filing".**

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 the rating of exams will apply to this test.