

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

**OPEN COMPETITIVE EXAMINATION
FOR
ONBOARDING SPECIALIST/LOCKPORT CITY SCHOOL DISTRICT**

LAST DAY FOR FILING:

September 25, 2024

Exam No. 85653010

DATE OF EXAMINATION:

October 26, 2024

FILING FEE:

A non-refundable \$15.00 filing fee must accompany your application. Checks and/or money orders make 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 School District.

SALARY:

Will Vary

DUTIES:

The work involves responsibility for performing duties requiring a general understanding of law, office rules, procedures and policies as they relate to the School District and hiring of employees in all classifications and categories. The position involves responsibilities for performing complex/specialized and clerical duties pertaining to district personnel matters. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods to routine situations.

Accountability:

The Onboarding Specialist reports to the Assistant Superintendent for Personnel or in accordance with currently established district and collective bargaining procedures and evaluation criteria.

MINIMUM

QUALIFICATIONS:

1. Must meet civil service qualifications
2. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which shall have involved computer and typing or
3. Three years of clerical experience which shall have involved some work in a personnel or human resources office
4. An equivalent combination of training and experience as defined by the limits (2) and (3)
5. I-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
6. Completion of mandatory training sessions

SUBJECT OF

EXAMINATION:

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.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

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>.

USE OF 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, cellphones 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 examination 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 with rating of exams will apply to this test.