

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

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**OPEN COMPETITIVE EXAMINATION  
FOR:  
CLERK  
LOCKPORT PUBLIC LIBRARY**

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**LAST DAY FOR FILING:**  
**SEPTEMBER 11, 2025**  
Exam No. 006501010

**DATE OF EXAMINATION:**  
**OCTOBER 11, 2025**

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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 at the Lockport Public Library.

**SALARY:** Starts at \$32,000/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 Public Library.

**DUTIES:** The work involves responsibility for performing routine clerical tasks. Employees in this class are given detailed instructions for new and difficult assignments. The work is performed under direct supervision. 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; **OR**
- (B) Two (2) years of clerical experience; **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 clerical operations involving, 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. ALPHABETIZING:** These questions test your ability to file material in alphabetical order.

3. **RECORD KEEPING:** These questions evaluate your ability to perform common 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.

**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.