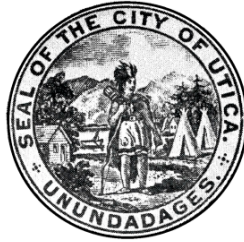


# UTICA MUNICIPAL CIVIL SERVICE COMMISSION

# EXAMINATION NOTICE

**Mayor**  
Robert M. Palmieri



**Civil Service Commission**  
Andre Esposito, Chairman  
Dietra Harvey, Commissioner  
Teresa Wojnas, Commissioner

## **THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION**

### ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

## ***CLERK-TYPIST***

### **EXAM NUMBER 2017-B**

**EXAM DATE:** March 11, 2017

**LAST FILING DATE:** Applications must be received by or postmarked by the close of business on February 20, 2017.

**LOCATION OF EXAM:** *To be announced.*

**APPLICATION FEE:** A nonrefundable application fee of **\$10.00** is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your check or money order payable to Utica Municipal Civil Service Commission. Please write your name and examination number(s) on the check or money order. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$25.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

**LOCATION OF POSITION/VACANCY:** The list established from this exam can be used to fill any current or anticipated full-time or part-time vacancy in the City of Utica or Utica City School District or Utica Municipal Housing Authority.

Currently, there is one (1) full-time position at the Municipal Housing Authority.

*Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.*

**SALARY:** \$27,665 Municipal Housing Authority

#### **GENERAL RESIDENCY REQUIREMENTS:**

Candidates must be legal residents of the City of Utica for at least (4) four months immediately preceding the date of the examination.

**NOTE:** Civil Service Law allows the appointing authority to give preference to candidates who are residents of the City of Utica. To be included in this certification of residents, a candidate must be a resident of Utica at the time of the initial certification of residents until appointment.

#### **MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:**

- (A) Graduation from high school or possession of a high school equivalency diploma and completion of a typing course; **OR**
- (B) One (1) year of clerical experience which shall have involved typing.

**DUTIES:** Employees in this class are responsible for performing repetitive and routine office tasks of a standardized nature including but not limited to typing, operation of a computer as well as clerical work such as sorting correspondence, mailings, filing, preparing reports and other related tasks requiring the exercise of ordinary judgment. Considerable contact with the public. The work is reviewed by observation, cross checking, periodic spot checks, etc. Supervisors are available for consultation on new or difficult tasks. The work is performed under supervision. Does related work as required.

**STUDY GUIDES:** *A Guide to Taking the Examination for Clerk-Typist is available on the New York State Department of Civil Service website at: <http://www.cs.ny.gov/testing.localguides.cfm>. If you have trouble obtaining a copy, call or write to City of Utica, 1 Kennedy Plaza, Utica, NY 13502, (315) 792-0225.*

**SUBJECT OF EXAMINATION:** There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

1. **SPELLING**  
These questions test your ability to spell words that are used in written business communications.
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.
4. **CLERICAL 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.

**The use of solar or battery operated calculators is PERMITTED. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify Utica Civil Service of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. You must bring both the State and the local government admission card to the State test center.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the “Special Arrangement” box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Utica Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

**This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Utica Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.**

**VETERAN’S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran’s credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran’s credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran’s Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran’s credit.

**CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:** Application forms may be obtained from the City of Utica Website: [www.cityofutica.com](http://www.cityofutica.com)

**OR:** From the office of:

**THE UTICA MUNICIPAL CIVIL SERVICE COMMISSION  
CITY OF UTICA, CITY HALL  
1 KENNEDY PLAZA  
UTICA, NY 13502**

**During:** Any weekday from the posting date through the last filing deadline (except holidays).

**Between the hours of:** 9:00 a.m. to 4:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed legal sized envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Utica Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances, an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than noon on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

**ADMISSION NOTICES:** You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Utica Municipal Civil Service Commission at (315) 792-0225. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Utica Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Utica is an  
Equal Opportunity/Affirmative Action Employer**

(Issued January 19, 2017)

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