**Municipal Civil Service Commission Examination Announcement**
420 BROADWAY ~ CITY HALL
KINGSTON, NEW YORK 12401
Telephone 845-334 - 3921
www.kingston-ny.gov

# OPEN COMPETITIVE

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| **EXAMINATION TITLE**: | **Secretary** |
| **EXAMINATION NUMBER:** | **62015** |
| **EXAMINATION DATE:** | **March 28, 2015** |
| **SALARY RANGE** | **12 month: $30366 - $40,101** |
| | **10 month: $24,647 - $32,543** |

APPLICATIONS MUST BE RECEIVED IN THE OFFICE **NO LATER** THAN March 12, 2015 BY 4:00PM

**FEE:** A **$20.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order (NO CASH), with examination number, payable to City Comptroller, City of Kingston, 420 Broadway Kingston, NY 12401.

**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. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at www.kingston-ny.gov.**

**EXAM ELIGIBILITY:** If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet the announced requirements. Depending on the time available before the examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will not be notified of their score.

**VACANCIES:** The eligible list resulting from this examination will be used to fill full-time and Part-time vacancies which may occur during the life of the list with the **KINGSTON CITY SCHOOL DISTRICT**.

**RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT:** You must be a resident of Ulster County for at least **30 days prior** to the date of examination to apply for this exam. Preference in appointment for City positions **may** be given to residents of the City of Kingston for at least **30 days prior to date of certification of the eligible list.** Preference in appointment for School positions **may** be given to successful candidates who are residents of the Kingston Consolidated School District **30 days prior to date of certification of the eligible list.**

**DUTIES:** This position is responsible for the standardized clerical and secretarial tasks in the Kingston City School District.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which involved typing using a personal computer.

Issue Date: February 27, 2015

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon fingerprint and criminal history background check.

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

**SPELLING:** These questions test for the ability to spell words that are used in written business communications

**GRAMMAR, USAGE, PUNCTUATION:** The grammar and usage question test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.

**KEYBOARDING PRACTICES:** These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.

**OFFICE PRACTICES:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

**STUDY GUIDE – ENTRY LEVEL CLERICAL SERIES:**
A guide to Taking the Examination for this Series is available on the New York State Department of Civil Service Web site at www.cs.state.ny.us/testing/localtestguides.cfm **OR** at the City of Kingston Civil Service Office, 420 Broadway, Kingston, NY **OR** Call (845) 334-3921.

**CALCULATOR STATEMENT:** Use of calculators is RECOMMENDED. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devises with typewriter keyboards, spell checkers, personal digital assistants, address books**,** language translators, dictionaries and any other similar devices are prohibited.

**SPECIAL NOTE:** Applicants whose religious beliefs 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 on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Civil Service Office, 420 Broadway, Kingston, NY 12401 as soon as possible before the test date.

**PREPARATION/RATING OF EXAMINATIONS RULE:** This examination will be prepared and rated in accordance with Section 23(2) of the civil Service law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS FILER STATEMENT:** Applications may be obtained on our website at www.kingston-ny.gov or at the Civil Service Office, City Hall, 420 Broadway, Kingston, NY or by sending a legal-size self-addressed stamped envelope to: Municipal Civil Service Commission, 420 Broadway Kingston, NY, 12401. Application received/postmarked after the filing deadline will not be accepted. This department does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. 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 make arrangements to take all your examinations at the State Examination Center by calling (518)457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, 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.

**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. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

**WEATHER EMERGENCIES:** in case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the 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 dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit 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 credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDITS FOR 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 had 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:** Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.