

Title Clerk (Spanish Speaking) # 31283



Kingston Civil Service Commission Examination Announcement  
City Hall  
420 Broadway, Kingston, NY 12401  
Phone: (845) 334-3921  
Fax: (845) 334-3946

NON-REFUNDABLE FEE: \$20.00

EXAM #: 31283

EXAM TITLE: CLERK (SPANISH SPEAKING)

**OPEN COMPETITIVE**

LAST DATE FOR FILING APPLICATIONS: JANUARY 6, 2023

NO LATER THAN 4:00PM

DATE OF EXAMINATION: JANUARY 28, 2023

SALARY: \$45,000 City of Kingston

The eligible list resulting from this exam will be used to fill full-time and part-time vacancies as they exist in the City.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year full-time paid clerical experience or the part-time paid equivalent. Must be able to speak and write fluently in both English and Spanish at time of application.

DUTIES: The work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed. Employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process.

NON-REFUNDABLE FILING FEE: Payment must accompany the application in the form of check or money order made payable to City of Kingston Comptroller. Include your name, examination number and title on the check/money order. The City does not accept cash payment for examinations.

FILING DEADLINE: All applications and filing fees must be received in the Kingston Civil Service Office no later than 4:00 pm on the filing date deadline. Postmarked mail will **not** be accepted if received after the filing deadline. Please do not mail applications unless you know they will be received by the deadline. The City is not responsible for applications received via mail after the filing deadline.

RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT: An applicant must at the time of examination and for at least one month prior thereto be a resident of the municipality in which appointment is to be made or any reasonable combination of municipalities both in and outside of New York State contiguous to the municipality in which appointment is to be made. Residence requirements may be suspended or reduced by the Commission in cases where recruitment difficulty makes such requirements disadvantageous to the public interest. Preference in certification to residents of a municipality pursuant to subdivision 4-a of Section 23 of Civil Service Law may be given 30 days prior to the date of certification of the eligible list.

CHANGE OF ADDRESS: It is the candidate's responsibility to complete a "Change of Address Form" and turn it in to the Kingston Civil Service Office upon a change in their place of residence. *This office will not accept any other change of address information if it has not been provided on, or supplemented by, this form. A candidate's address will be subject to verification prior to any appointment.* Forms can be found on the Kingston website at [www.kingston-ny.gov/Employment](http://www.kingston-ny.gov/Employment).

Date Issued: November 29, 2022

**SUBJECT OF EXAMINATION:** The examination includes:

1. A weighted multiple-choice written test, and
2. A qualifying Spanish Language Oral Proficiency Test.

The Spanish Language Oral Proficiency Test is designed to evaluate the candidate's oral proficiency in the Spanish language, at the level appropriate for the title being filled. A level 2 proficiency in the above language is required to pass the qualifying oral proficiency test for this title. This is equivalent to having working proficiency.

Based on the ranking on the written test, only a sufficient number of candidates needed to fill the present vacancies will be called to take part in the qualifying language oral proficiency test. As additional vacancies occur, additional candidates who were successful on the written test portion of the examination will be invited to take the qualifying language oral proficiency test.

The language oral proficiency test will be rated on a pass-fail basis. Candidates must pass both the written test and the qualifying foreign language oral proficiency test in order to be eligible for appointment.

**Foreign Language Oral Proficiency Test Waiver Policy:**

If a candidate has already passed a Spanish oral proficiency test at a level 2 or higher, administered by another New York State or local municipality, within the last five years of the date of the written test, the Spanish oral proficiency test may be waived. Candidates seeking such a waiver must provide original documentation from the testing agency that shall include the following information:

Examination/test date and Spanish Language Oral Proficiency Level attained.

**Written test designed to test for knowledge, skills and/or abilities in such areas as:**

1. **ALPHABETIZING:** These questions test your ability to file material in alphabetical order.
2. **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.

**CALCULATOR STATEMENT:** Use of calculators is **RECOMMENDED**.

**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.

**SPECIAL ACCOMODATIONS:** Religious Accommodation – Handicapped Persons – Military Personnel – If special arrangements for testing are required, you must contact the Kingston Civil Service Office.

**APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must notify the Kingston Civil Service Office no later than two weeks prior to the test date of your intent to take both a State and 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.

For City of Kingston examinations, the Cross File form must be completed. This form is available in the Kingston Civil Service Office or online at [www.kingston-ny.gov](http://www.kingston-ny.gov). If you do not submit your Cross File form two weeks prior to the test date,

you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.

**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.

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days prior** to the exam date, call 845-334-3921 prior to the examination date.

**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](http://www.kingston-ny.gov).

**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 on the website at [www.kingston-ny.gov/Employment](http://www.kingston-ny.gov/Employment) or at the Civil Service 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.

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York State Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments. Please contact the Kingston Civil Service Commission Office for details.

**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.

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EQUAL OPPORTUNITY: Federal and State Law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exams with the Kingston Civil Service Commission and may be subject to other penalties as prescribed by law.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

Date Issued: November 29, 2022