# CITY OF NORWICH ANNOUNCES
# OPEN-COMPETITIVE EXAMINATION
# SHIPPING/RECEIVING CLERK

**LAST FILING DATE: December 2, 2016 SALARY: VARIES**

**EXAMINATION DATE: December 17, 2016 EXAM #: 82316SR**

**VACANCY:** Eligible list will be used to fill vacancies as they occur at Norwich City School District.

**DUTIES:** Work primarily involves responsibility for clerical and physical actions relative to the District needs for maintaining supplies, materials, and mailings for one or more departments and/or schools. Does related work as required.

**RESIDENCY:** Candidates must be legal residents of Chenango County or one of the contiguous counties (Broome, Cortland, Delaware, Madison or Otsego) for a least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

**MINIMUM QUALIFICATIONS:**

By date of appointment candidate must be a high school graduate or holder of a equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level. Must possess a valid appropriate level NYS Motor Vehicle Operator's License.

**Special Requirement for Appointment in School District and BOCES**

**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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.**

**SUBJECT OF EXAMINATION:** There will be a written test and a qualifying performance test in typing.

WRITTEN TEST WILL COVER:

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

2. **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 percent's.

3. **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.

**Use of a calculator is recommended for this exam:** The use of a quiet, hand-held, solar or battery powered calculator is recommended. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are prohibited.

**QUALIFYING PERFORMANCE TEST:** The performance test will be scheduled at a later date. Candidates who receive a passing score on the written test will be required to take the performance test as they are reached for certification and appointment from the eligible list.

Typing Test: The typing test will consist of a test in accuracy and speed in typing at a minimum acceptable rate of 30 words per minute corrected. Use of "Line-a-time", "Error-no", or any other copy holder device is permitted for the typing performance test. Candidates who use these devices must provide their own.

**KEYBOARD PERFORMANCE TEST WAIVER:**

If a candidate has already passed a 30 word per minute or higher keyboarding test administered by either the City, Chenango County, New York State Civil Service Agency, BOCES, or CDO Office of Employment and Training the performance test can be wavered. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the keyboard test, the date and the passing speed. The keyboard performance test must have been administered within the past year.

**PERFORMANCE RETEST POLICY:** Candidates who fail the qualifying performance test may make an appointment to take another form of the qualifying test. This second performance test may be taken no more than thirty (30) calendar days following the date of the initial test. Candidates who fail a second qualifying test will not be certified on the eligible list and must retake the written test.

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

**EXAMINATION FEE:** A fee of $10.00 for City of Norwich residents and $15.00 for non-residents is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. DO NOT SEND CASH. Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee; or whose personal check is returned for insufficient funds will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall, One City Plaza, Norwich, N.Y. 13815.

GENERAL INFORMATION:

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.

2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.

3. If you have applied for any other civil service examination 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 call ((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 no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.

5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.

6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.

7. Falsification of any part of the Application for Examination or Employment will result in disqualification.

8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.

9. 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, o credit may be added after the eligible list has been established.

10. 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. No credit may be granted after the eligible list has been established. Applications for veteran's credit are available

from this office. Veteran's credits can be only be added to a passing score on the examination.

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 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.

11. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

12. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: November 4, 2016