

CITY OF NORWICH ANNOUNCES

Senior Clerk

Civil Service Exam held in the City of Norwich.
(Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
March 5, 2022	62-379	\$15.00 for City Residents \$20.00 for non-residents	January 27, 2022

*The non-refundable Application and Administrative Fee must be submitted at time of application.

A “fee waiver” is available to candidates who meet the requirements.

It is the applicant’s responsibility to clearly show that they meet the minimum qualifications for the position.

Salary: Varies

Vacancy: This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from the Eligible List. Once appointed, there will a probation period of 8-52-weeks based on performance of duties.

Residency Requirements: Candidates must be legal residents in the State of New York for at 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 test.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate Degree or higher in accounting, business administration or closely related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid accounting, clerical or management experience which shall have involved the maintenance of financial accounts or financial records.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days’ qualification must be submitted prior to the establishment of the eligible list.

Job Description: The work involves responsibility for the performance of standard account-keeping procedures in maintaining and checking financial accounts and records. The incumbent serves as clerical support to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. Additionally, the incumbent will be responsible for entering and retrieving information

from a computer database/spreadsheet using software. The incumbent works under supervision on routine assignment that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Coding/decoding information: These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

Name and number checking: These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Understanding and interpreting written material: These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Test guide: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Use of calculators is allowed.

**EMERGENCY CANCELLATION OF EXAMS WIL BE ANNOUNCED ON:
WBKT 95.3 RADIO STATION.**

Applications and further information may be obtained by visiting the City of Norwich Department of Human Resources website at <https://www.norwichnewyork.net/government/human-resources.php>. Completed applications and application fee must be filled by 11:59 p.m. on **January 20, 2022.**

It is the candidate's responsibility to keep their contact information (email address, phone number & USPS mailing address) current. To be considered for preference in certification based on residency, you must include the city you live in.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources directly.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under **“Religious Accommodation”**. We will make arrangements for you to take the test on a difference date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your applications form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When the Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination center. You must provide a list of all exam titles, numbers and locations for which you have applied.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b) an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be obtained at the City of Norwich, One City Plaza Norwich NY 13815 or online at <https://www.norwichnewyork.net/pdfs/Civil-Service-Fee-Waiver.pdf>.

Special requirement for appointment in school districts or 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.

In conformation 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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Evaluation of foreign post-secondary education: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service, you must pay the required evaluation fee.

Public Service Loan Forgiveness Program (PSLFP) – The PSLFP Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

The City of Norwich is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and in certain circumstances pursuant to Executive Law 295, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Posted 12/27/2021