

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

AN OPEN COMPETITIVE EXAMINATION FOR POSITION OF

DEPUTY CITY CLERK – EXAM NO: #62407

DATE OF WRITTEN EXAMINATION: April 29, 2017

LAST DATE OF FILING APPLICATIONS: Applications must be postmarked or received no later than March 23, 2017 the Civil Service Office by 4:00 p.m.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$15.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. **CASH WILL NOT BE ACCEPTED.**

Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam.

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.

VACANCIES: The eligible list established as a result of this examination will be used to fill a future vacancy with the City of Oneonta in the City Clerk Department.

SALARY: DOQ

RESIDENCE REQUIREMENT: Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination. However, non-residents of the City of Oneonta may be required at the time of appointment to become residents of the City of Oneonta in accordance with conditions authorized by local law and/or ordinance.

GENERAL STATEMENT OF DUTIES: The work involves responsibility in accordance with established policies and procedures for processing and issuing a variety of licenses, permits and certificates from a City Clerk's Office.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test or before the last date of filing:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and one year (1) of clerical experience; or
- b) Graduation from high school or possession of an equivalency diploma and three years (3) of clerical experience; or
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. **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.
2. **Office record keeping:** These questions test your ability to perform common office 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. ***You should bring with you a hand-held battery-or-solar-powered calculator for use on this test. You will not be permitted to use the calculator function on your cell phone.***
3. **Operations with letters and numbers:** These questions test for skills and abilities in operations involving alphabetizing, 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.
4. **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.

The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

NOTICE TO CANDIDATES: It is recommended that candidates use quiet, hand-held, solar, or battery powered calculators. Devices with typewriter keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.state.ny.us/testing/localtestguides.cfm

ALTERNATE TEST DATE POLICY

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

Adopted MSD: 3/89

Revised MSD: 1/20/99

RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. 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 make-up examination. Please contact the Personnel Department 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 (10) days before the test date.

DISABLED PERSONS- Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

SECTION 23.2 STATEMENT: 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 Laws, 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 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. Veteran's credits can 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 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.

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.

Effective January 1, 2014 the State Constitution was amended to grant additional veteran credits on a competitive civil service examination to individuals who previously received non-disabled, war-time veteran credits for original appointment or promotion to a competitive class position and were then subsequently certified as disabled war-time veterans. If you believe you are eligible for additional disabled veterans' credits, authorization for verification of Non-Disabled Veteran Credits Use form must be filled out and mailed or faxed to the agency that you received the non-disabled veteran credit.

Veteran Credits Application, Disability Record Authorization and Authorization for Verification of Non-Disabled Veteran Credits Use may be found on our website at: www.oneonta.ny.us/personnel or at the City of Oneonta Civil Service/Personnel Office, 258 Main St., Oneonta, N.Y. 13820/(607) 432-0670. The applicant should

make sure **EVERY** question on the application is answered and that the application is complete in all respects. All statements made by candidates on their application are subject to verification.

CROSS-FILING:

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center.

You can find the cross-filing form on our website at: www.oneonta.ny.us/personnel to submit with your application or **three (3) weeks** before the date of the examination.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Personnel/Civil Service Office.

ADMISSION NOTICES: Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office.

It is the responsibility of the candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**THE CITY OF ONEONTA IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

DATED: January 23, 2017

Wendy Miller, Secretary

DEPUTY CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility in accordance with established policies and procedures for processing and issuing a variety of licenses, permits and certificates from a City Clerk's Office. The incumbent also performs clerical support tasks and may act for and in the place of the City Clerk. The work is performed under the supervision of the City Clerk with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work involves frequent contact with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives and reviews applications, certificates and other documents for completeness and accuracy;
- Issues and records licenses, permits and certificates;
- Designs, sets up and maintains files of correspondence, documents and records related to the work performed;
- Collects fees and accounts for monies received;
- Performs a variety of clerical support activities including preparing reports, meeting calendars, correspondence for licenses, permits, certificates, receiving phone calls, sorting mail and preparing time sheets;
- Enters and retrieves information using computer based database/spreadsheet software;
- Prepares reports and payments for City Clerk's review;
- May assist the City Clerk with correspondence for the Mayor and City Officials;
- May assist the City Clerk with records management tasks;
- Acts in place of the City Clerk when required including processing FOIL requests, signing and processing documents and payments, attending City Council, Board and Commission meetings, and swearing in Public Officers and Officials;
- May assist the City Clerk with transcribing minutes of meetings;
- May schedule appointments;
- Orders forms and office supplies and maintains inventory of forms, supplies and equipment.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules, regulations and procedures related to issuing certificates, licensing and permits from the City Clerk's Office. Good knowledge of reporting requirements related to the work performed. Good knowledge of modern office terminology, procedures, equipment and business English. Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases. Ability to organize and maintain accurate records and files. Ability to prepare reports. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively both orally and in writing; must be able to understand and follow oral and written instructions. Must have the ability to deal effectively with the public.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and one year (1) of clerical experience; or
- b) Graduation from high school or possession of an equivalency diploma and three years (3) of clerical experience; or
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b) above.

Adopted CSC: September 19, 2013
Revised CSC: December 17, 2015

Jurisdictional Classification: Competitive