

# EXAMINATION

Municipal Civil Service Commission

Mount Vernon, N.Y.

## Office Assistant

EXAM # 67-878 Open Competitive

**DATE OF EXAMINATION:** SATURDAY, March 17, 2012 at 8:00 A.M.

**PLACE OF EXAM:** Mt. Vernon High School Cafeteria, 100 California Rd., Mt. Vernon, NY 10552

**FILING DEADLINE:** March 7, 2012

**SALARY:** \$29,783 to \$44,216 (12 Months – Full-time)

**VACANCY:** At present, there is one (1) vacancy within the City of Mount Vernon

This examination is being given for the purpose of establishing an eligible list to fill appropriate vacancies as they occur in the Mount Vernon City School District.

For applications go to the Civil Service office Monday through Friday from 8:30 AM to 4:30 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 14, City Hall, One Roosevelt Square, Mount Vernon, NY 10550. You may also obtain applications from our web site @ [www.cmvny.com](http://www.cmvny.com). **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE AND PROOF OF RESIDENCY (i.e., UTILITY BILL, 2011 TAX FORMS, VOTER REGISTRATION CARD, PAY STUBS) FOR THE PERIOD OF TIME NECESSARY TO SATISFY THE RESIDENCY REQUIREMENTS BELOW.**

**APPLICATION FEE:** A fee of \$15.00 is required for this examination for Mount Vernon residents. The application fee for non-residents is \$25.00. The applicable fee is required and must accompany your application. Only MONEY ORDERS will be accepted for the application fee. The money order should be made payable to the City of Mount Vernon and write the exam number on the money order. CASH AND CHECKS WILL NOT BE ACCEPTED. YOU MUST HAVE A MONEY ORDER. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission.

**APPLICATION FEE WAIVER:** Civil Service Law Section 50.5(b) states: "fees shall be waived for candidates who certify to the state civil service department, a municipal commission or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance." If you qualify for the application fee waiver based on the criteria outlined above, request the fee waiver form when you submit the employment application. You will be required to provide documentation to prove your status (i.e. print out of unemployment benefit statement, Benefit card or proof of Social Security Income (SSI) payments).

**APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED IF POSTMARKED AFTER THE CLOSING DATE.**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, incumbents of this class perform a wide variety of general office/clerical functions of a complex nature associated with a recreation department and its programs. This position requires skill in the operation of a computer using various software applications. The incumbent must have knowledge specific to the Recreation Department and is expected to be capable of the exercise of independent judgment. Incumbents of this position have a considerable amount of public contact in person and over the phone.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Reasonable knowledge used in maintaining records, procedures, routines and equipment; Knowledgeable in the use of a personal computer. Ability to understand and carry out oral and written directions; Ability to get along with others; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

### **ACCEPTABLE EXPERIENCE AND TRAINING FOR EXAM:**

- A) Graduation from High School or possession of a High School Equivalency Diploma AND Two (2) years of office/clerical experience which must have involved the use of computer applications to maintain records, produce correspondence or spreadsheets; OR
- B) Graduation from a post High School secretarial or business school program with a degree or certificate in office terminology or closely related field and One (1) year of office/clerical experience which must have involved the use of computer applications to maintain records, produce correspondence or spreadsheets.

### **EXAMPLES OF DUTIES. (Illustrative Only)**

May receive the public applying for permits and/or registering for programs; Maintains records of program enrollments, and filing applications for programs administered by the department; Furnishes information via telephone and in person about available programs; Answers telephone and refers callers to appropriate party; Provides general administrative/clerical support service to enhance the operation of the department; Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; maintains departmental mailing lists in accordance with departmental procedures; Operates a variety of office equipment such as adding machines, copy machines, faxes machines and/or scanners; Collects, screens and routes incoming mail and correspondence to appropriate party and prepares outgoing mail and materials.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:  
Subjects of examination:

**EXPANDED SCOPE STATEMENT:**

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](http://www.cs.state.ny.us/testing/localtestguides.cfm)

**1. 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.

**2. 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.

**3. 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 of your cell phone.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language transistors, dictionaries or any similar devices are prohibited.

**4. Public contact principles and practices**

These questions test for the ability to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

**5. Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Candidates are required to attain a final score of 70 on the written exam to be eligible to take the required typing performance test. Successful completion of both exams is required in order to be eligible to have your names placed on the eligible list established as a result of this examination. This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NY State Civil Service Law, Rules & Regulations dealing with the rating of examinations will apply to this examination.

Any applicant wishing to claim Veteran's credits must do so at the time of filing his/her application. You must submit form MSB-332 VP-I along with your DD214 (Discharge).

**RELIGIOUS ACCOMODATIONS AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate on a separate sheet and attach to your application at the time of submission. The alternate test date will occur on the Monday following the original examination date and will take place at City Hall at 9:00 AM. Contact the Civil Service office at 914-665-2357 for details on the room location.

**RESIDENCY:** Applicants must be, at the time of the application submission, a resident of the City of Mount Vernon for one (1) year prior and remain such a resident during employment unless granted permission by the legislative body to reside outside the City. In the event there is an insufficient pool of applicants from the City of Mount Vernon, we will accept applicants who reside within Westchester, Nassau, Putnam, Rockland Counties or the 5 Boroughs (Bronx, Manhattan, Brooklyn, Queens and Staten Island), for at least (3) three months immediately preceding the date of application and continuously thereafter. Preference in appointment will be given to successful candidates who have been legal residents of the City of Mount Vernon for at least (1) one year immediately preceding the date of application and continuously thereafter unless granted permission by the legislative body to reside outside of the City of Mount Vernon. A CANDIDATE'S RESIDENCY WILL BE INVESTIGATED AND VERIFIED BEFORE APPOINTMENT. Candidates are responsible for reporting, IN WRITING, all changes in name and/or address directly to the City of Mount Vernon, Civil Service Commission, One Roosevelt Square, Room 14, Mount Vernon, NY 10550.

**DRUG SCREENING:**

Any person applying for a City position will be required to submit to a urine test to determine if said person is a user of any controlled substance before they are hired. If the test indicates that the applicant is a user, such person shall be disqualified. Arrangements for the taking of such test will be done through the Civil Service Commission.

**SPECIAL REQUEST FOR MAKE-UP EXAM DUE TO ACTIVE MILITARY DUTY:** A make-up test will be available for written, physical agility or any medical exams necessary to be placed on an eligible list, for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of military order, DD214, or other official military document that substantiates active military service PRIOR to the make-up test.

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 (2) 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.

**APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other Civil Service Exams for employment with NY State or any other local government jurisdiction, you must make arrangements to take all the exams at ONE test site. If you have applied for both STATE and LOCAL government exams, you must arrange to take all your exams at the STATE exam center by calling (518) 457-7022 no later than two (2) weeks before the test date.

EACH CANDIDATE MUST BRING TWO #2 SHARPENED LEAD PENCILS FOR HIS/HER OWN USE IN THE EXAMINATION.

**ALTERNATE TEST DATE POLICY:** Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER