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CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION

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Commissioner

Commissioner

EXAMINATION
INVENTORY CONTROL CLERK
OPEN-COMPETITIVE EXAMINATION #60-714

DATE OF EXAMINATION: SATURDAY, MAY 13, 2017

PLACE OF EXAMINATION: TO BE ANNOUNCED

APPLICATION CLOSING DATE: APRIL 12, 2017 at 3:00pm –no exceptions

SALARY: \$48,000.00

There is one vacancy in the Mount Vernon City School District.

RESIDENCY REQUIREMENTS: Candidates must be a resident of the City of Mt. Vernon for not less than one year immediately preceding the date of the written examination.

REQUIREMENTS FOR TAKING THE EXAM:

Graduation from high school or possession of an equivalency diploma issued by the New York State Education Department; **PLUS** 1 year of experience working in an office ordering essential facilities supplies and equipment, which shall have included resolving accounts payable discrepancies related to ordering and experience using the Munis software or comparable requisition program.

NOTE: For appointment from the resulting eligible list, applicants with a foreign high school diploma must submit a course by course evaluation of their educational credentials. You must pay the required evaluation fee. Evaluations will be accepted from services such as: WORLD EDUCATION SERVICES, INC., P.O. BOX 5087, NEW YORK, NY 10274 – 212-966-6311, GLOBE LANGUAGE SERVICES, INC. 319 BROADWAY #200, NEW YORK, NY 10027, 212-227-1994, OR INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC. P.O. BOX 3665, CULVER CITY, CA. 90231.

DUTIES: Under supervision, the incumbent in this class is responsible for the maintenance of a perpetual inventory of materials, supplies and equipment, including parts of equipment, utilized by staff members on the School District's custodial, maintenance and grounds departments, including the receiving and inspection of delivered items. Will also be responsible for sorting, organizing and overseeing the distribution of the materials, supplies and equipment to and within the various school buildings. Supervision is not a responsibility of this position, but the incumbent may serve in a lead capacity to ensure proper accounting and distribution of the materials. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must have a good knowledge of the methods used in keeping records of purchases and payments for materials and supplies by means of a manual and/or automated record system; good knowledge of the fundamentals and inventory record keeping; good command of the English language and arithmetic and computation skills; ability to use computer systems and applications designed for maintaining good inventory control; ability to establish good working relationships with others; ability to communicate well both orally and in writing; ability to follow complex oral and written directions; attention to detail; clerical aptitude; ability to compile and analyze data; dependability; honesty; initiative and physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) ARITHMETIC COMPUTATIONS WITH CALCULATOR;
- 2) KEEPING SIMPLE INVENTORY RECORDS;
- 3) NAME AND NUMBER CHECKING.

EXPANDED SCOPE STATEMENT:

1. **ARITHMETIC COMPUTATIONS WITH CALCULATOR** – These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **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.**
2. **KEEPING SIMPLE INVENTORY RECORDS** – These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit... Knowledge of specific record keeping systems and techniques will not be needed.
3. **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 who 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 designed code provided in the directions.

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.ny.gov/testing/localtestguides.cfm

Candidates are required to attain a final average rating of 70 in order to be eligible to have their name placed on the eligible list established as a result of this examination. Life on the list will be stated at the time the list is established.

APPLICATION FEE: A \$15.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. If a fee waiver is being requested, proof of documentation qualifying you for the waiver must accompany the application. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

FEE WAIVER INFORMATION: A waiver of the application fee will be allowed if you are unemployed and are 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, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification and proof of documentations qualifying you for the waiver must accompany the application. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application along with proof of documentations qualifying you for the waiver.

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 9:00 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at www.cmvny.com. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. Applications received via mail will not be accepted if postmarked after the closing date deadline of APRIL 12, 2017.**

RELIGIOUS OBSERVERS AND DISABLED PERSONS: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

VETERAN'S CREDITS: Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the 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 in the Civil Service Office. DD214 (Discharge papers must also be submitted). 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 credits 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 ELIGIBLE 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 the 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 (10) POINTS in a competitive examination for original appointment in the same municipality in which his/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.

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.

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 New York 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 make arrangements to take all your exams at the State exam center by calling the State to make the arrangements, no later than two weeks before the test date.

SPECIAL REQUEST FOR MAKE UP EXAM DUE TO MILITARY DUTY: A make-up test will be available for written or any other portion of the test for persons who are in the activity 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 a military order, DD214, or any other military document that substantiates active military service prior to the make-up test.

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