



Joan K. Battle
President

Secretary

**CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION**
One Roosevelt Square, Room 103
Mount Vernon, New York 10550
(914) 665-2357 FAX (914) 665-665-2478

Joan O'Meara-Conroy
Commissioner

Commissioner

EXAMINATION

TYPIST

Open Competitive/Decentralized

Exam No. 2017 - 5

DATE OF EXAMINATION: Saturday, September 23, 2017 @ 8:30am

PLACE OF EXAMINATION: AB DAVIS MIDDLE SCHOOL
350 GRAMATAN AVENUE
MT. VERNON, NY

APPLICATION CLOSING DATE: August 23, 2017 at 4:00pm – no exceptions

SALARY: \$40,254.00 - \$53,731.00 (12 Months) Board of Education
\$33,464.00 - \$44,845.00 (10 Months) Board of Education
\$34,319.52 - \$50,281.41 City of Mt. Vernon

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

For applications go to the Civil Service office Monday through Friday from 9:00am to 4:00pm or send a self addressed, legal-sized envelope to the Civil Service Commission, Room 103 City Hall, One Roosevelt Square, Mount Vernon, NY 10550. You may also obtain applications from our web site @www.cmvny.com. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE.**

RESIDENCY REQUIREMENTS: Candidates must be residents of Westchester County for at least one (1) year immediately preceding the date of the written examination and continuously up to and including the date of the appointment. PREFERENCE IN APPOINTMENT WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF MOUNT VERNON FOR AT LEAST ONE (1) YEAR PRECEDING THE DATE OF THE WRITTEN EXAMINATION AND CONTINUOUSLY UP TO AND INCLUDING THE DATE OF APPOINTMENT. A CANDIDATES RESIDENCY WILL BE INVESTIGATED AND VERIFIED PRIOR TO APPOINTMENT. Candidates are responsible for reporting in writing all changes in name and/or address directly to the Civil Service Commission.

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.**

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

ACCEPTABLE EXPERIENCE AND TRAINING FOR EXAM:

- A) Graduation from High School or possession of a High School Equivalency Diploma recognized by the New York State Education Department or supplemented by a course in typing on a computers; Or
- B) Two (2) years of experience in office work which shall have included typing on a computer; Or
- C) An equivalent combination of education and experience as described in A and B above.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; ability to type from a clear copy or rough draft at a reasonable rate of speed computer literate; ability to write legibly; Clerical aptitude; mental alertness; neatness in appearance; tact and courtesy; good physical condition.

EXAMPLES OF DUTIES: (Illustrative Only)

Performs difficult but routine typing and general clerical work including typing forms, letters, invoices, resolutions, vouchers, records, reports, index cards and similar materials; Transcribes longhand copy; Relieves telephone switchboard operator; Addresses envelopes on a typewriter and/or a computer; Sorts correspondence, vouchers and similar materials; Acts as receptionist, directing callers to the proper person or office; Operates an adding machine, fax machine, copy machine and other office machines; Files and indexes materials; Types 35 words per minute with accuracy on a computer.

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

1. **Spelling:** These questions test your ability to spell words that are used in written business communications.
2. **Alphabetizing:** These questions test your ability to file material in alphabetical order.
3. **Clerical Operations with Letters and Numbers:** These questions test your skills and abilities in clerical operations involving comparing, checking and counting. These 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. **Record Keeping:** These questions test your ability to keep accurate records.
5. **Office Record Keeping:** These questions evaluate 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 summarizing data using totals, subtotals, averages and percents.

NOTE: Candidates who receive a passing score on the written exam must also qualify on a performance test in typing at the required speed of 35 standard words per minute. However, the written score will be used to determine the final test scores, all candidates passing the written test; their names will be placed on the eligible list. The performance test will be given on a computer by the appointing authority at the time of your interview and the eligible candidate must demonstrate their ability to meet the required speed of 35 standard words per minute.

Candidates are required to attain a final score of 70 on the written exam to be placed on the eligible list, all candidates passing the written test must demonstrate their ability at the time of your interview to pass the performance test in typing at the required speed of 35 standard words per minute tested by the appointing authority in order to be officially eligible for the position seeking to be filled. 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.

CALCULATORS ARE ALLOWED FOR THIS EXAM. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language transistors, dictionaries or any similar devices are prohibited. 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).

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 wavier based on the criteria outline above, request the fee waiver form when you submit the employment application. You will be required to proved documentation to prove your status (i.e. print out of unemployment benefit statement, Benefit card or proof of Social Security Income (SSI) payments).

RELIGIOUS ACCOMODATIONS AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate on a separate sheet and attaché 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 9:00AM. Contact the Civil Service Office at 914-665-2357 for details on the room location.

SPEICAL 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 person who is 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 the entire exam 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.

ALTERNATE TEST DATE POLICY:

Alternate test(s) date(s) may be arranged upon review of the circumstance, 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