



CITY OF UTICA

Civil Service
1 Kennedy Plaza, Utica, New York 13502
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ROBERT M. PALMIERI
MAYOR

LILLIAN R. BRENNAN
CHAIRPERSON, CSC

UTICA MUNICIPAL CIVIL SERVICE
ANNOUNCES
EXAMINATION OPEN TO THE PUBLIC

ASSISTANT CUSTODIAN
EXAM NUMBER 2014-A

LAST DATE FOR FILING
MARCH 16, 2014

EXAM DATE
MAY 3, 2014

*****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE*****

**\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

STARTING SALARY/RANGE: \$43,368 Utica City School District

VACANCIES: The eligible list resulting from this examination will be used to fill any vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS: One year of building cleaning or maintenance activities; or an equivalent combination of experience and training.

DUTIES: Assists in the cleaning and maintenance operation of a school building; does related work as required.

SUBJECTS OF EXAMINATION:

- Cleaning Tools and Their Uses:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- Tools Used For Minor Maintenance and Repair:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- Health and Safety Issues In Custodial Work:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

CALCULATORS ARE PERMITTED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

An entry level Custodian / Janitor Series Test Guide for this examination is available on the New York State Department of Civil Service Website at www.cs.state.ny.us/testing/localtestguides.cfm. Candidates are encouraged to visit this website to view or obtain a copy of this publication. Candidates not having access to a computer or the web can obtain a copy of the Test Guide by contacting the Municipal Civil Service Office administering the examination using the contact information given elsewhere on this announcement.

Issued: January 14, 2014



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UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES EXAMINATION OPEN TO THE PUBLIC

PURCHASING AGENT EXAM NUMBER 62-233

LAST DATE FOR FILING
MARCH 21, 2014

EXAM DATE
MAY 3, 2014

*****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE***
\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

STARTING SALARY/RANGE: \$42,893 Municipal Housing Authority
 \$36,486 City of Utica

VACANCIES: There are currently two (2) vacancies for this position; one (1) vacancy at the Municipal Housing Authority at an annual starting salary of \$42,893 and one (1) vacancy in the City of Utica Purchasing Office at an annual starting salary of \$36,486. The eligible list resulting from this examination will also be used to fill these vacancies and any vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Accounting, Finance or closely related field and two (2) years of experience in managing, administering, supervising, facilitating or procuring large scale purchasing of a variety of commodities; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business, Accounting, Finance or closely related field and four (4) years of experience in managing, administering, supervising, facilitating or procuring large scale purchasing of a variety of commodities; **OR**
- (C) Graduation from High School and six (6) years of experience in large scale purchasing of a variety of commodities; **OR**
- (D) Eight (8) years of executive or administrative level experience for a government agency with responsibility and control of an identifiable program involving planning, program evaluation and policy formulation.

DUTIES: This is an important position involving the responsibility for the purchasing activities of a large municipal department or a group of municipal agencies. The work is performed under general supervision in accordance with established policies and objectives permitting wide leeway in the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the activities of subordinate employees. Does related work as required.

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

1. Principles and practices of purchasing

These questions test for candidates' knowledge of the principles and practices guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

4. 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.

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 .

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.

Calculators are permitted: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

Issued: February 18, 2014



CITY OF UTICA

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UTICA MUNICIPAL CIVIL SERVICE
ANNOUNCES
EXAMINATION OPEN TO THE PUBLIC
CLERK
EXAM NUMBER 2014-C

LAST DATE FOR FILING
MARCH 20, 2014

EXAM DATE
APRIL 5, 2014

*****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE*****

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 are subject to verification.

APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.

**\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

STARTING SALARY/RANGE: \$30,546 Utica City School District

VACANCIES: There are currently two (2) vacancies at the Utica City School District. The eligible list resulting from this examination will be used to fill these vacancies and any other vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School Equivalency Diploma.

DUTIES: This position exists in various departments in City Hall, the Utica City School District and the Municipal Housing Authority and involves the responsibility of independently performing routine clerical work and assisting in performing more difficult and responsible clerical work. An understanding of office rules, procedures and policies is required. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation. Does related work as required.

SUBJECTS OF EXAMINATION: Written test designed to test for knowledge, skills and/or abilities in such areas as:

- SPELLING**
These questions test your ability to spell words that are used in written business communications.
- ALPHABETIZING**
These questions test your ability to file material in alphabetical order.
- RECORD KEEPING**
These questions evaluate your ability to perform common 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.
- CLERICAL OPERATIONS WITH LETTERS AND NUMBERS**
These questions test your skills and abilities in clerical operations involving, 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.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

THE USE OF CALCULATORS IS PERMITTED FOR THIS EXAM.

Calculators are permitted: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

A Guide to Taking the Examination for Clerk is available on the New York State Department of Civil Service website at: <http://www.cs.ny.gov/testing/localtestguides.cfm>. If you have trouble obtaining a copy, call or write to City of Utica, Civil Service, 1 Kennedy Plaza, Utica, NY 13502, (315) 792-0225.

Issued: February 20, 2014



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UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES PROMOTIONAL EXAMINATION

ADMINISTRATIVE AIDE EXAM NUMBER 74-560

LAST DATE FOR FILING
APRIL 3, 2014

EXAM DATE
MAY 3, 2014

*****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE*****
APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.

\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS

STARTING SALARY/RANGE: \$36,486 - \$40,835

VACANCIES: There is currently one (1) vacancy for this position at the Department of Codes Enforcement. The eligible list resulting from this examination will be used to fill this vacancy. Successful candidates will be certified first to the department in which they are employed on the date of the examination and then to other departments within the jurisdiction.

MINIMUM QUALIFICATIONS: Candidates must have continuous permanent competitive status for a period of two (2) years as a Senior Account Clerk-Typist for the City of Utica or any agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission, immediately preceding the date of this examination. Candidates employed by the Department of Codes Enforcement will be certified for appointment to this position.

DUTIES: This is a paraprofessional position involving responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the Aide position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these higher level positions. The work is performed under the general supervision of a higher level administrator within the framework of clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. The incumbent does related work as required.

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

1. **Clerical operations with letters and numbers**

These questions test for skills and abilities in clerical 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.

2. **Office management**

These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.

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.**

4. **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

5. **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.

6. **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.

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.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.

Calculators are permitted: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

Issued: March 7, 2014



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UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES

EXAMINATION OPEN TO THE PUBLIC

ATTORNEY, URBAN and ECONOMIC DEVELOPMENT
EXAM NUMBER 2014-B

LAST DATE FOR FILING
MARCH 21, 2014

EXAM DATE
MAY 3, 2014

*****APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY THE LAST FILING DATE*****

**\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

STARTING SALARY/RANGE: \$52,000

VACANCIES: There is currently one (1) vacancy for this position for the Department of Urban and Economic Development. The eligible list resulting from this examination will also be used to fill this vacancy and any other vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited Law School and admission to the BAR of the State of New York.

Eligibility for admission to practice as an Attorney and Counselor at Law before the courts of the State of New York at the time of application; admission to the Bar of the State of New York at the time of appointment. Incumbent must comply with continuing legal education requirements.

NOTE: Proof of current registration with the New York State Office of Court Administration must be provided at the time of appointment and remain current throughout appointment.

NOTE: Part-time and Volunteer experience will be pro-rated toward meeting the full-time experience requirement. The following criteria will be used in order to pro-rate experience:

Fewer than 10 hours per week.....0 time
10 -25 hours per week.....1/2 time
More than 25 hours per week.....full time

DUTIES: The employee in this position acts as the counsel to the Department of Urban and Economic Development under the direction of the Corporation Counsel and the Director of Community Development. This is professional legal work involving responsibility for providing counsel to the Department of Urban and Economic Development. The work is performed in accordance with overall policies of the City, with latitude for the exercise of independent judgment in applying legal knowledge to specific problems and the taking of appropriate legal action. Does related work as required.

SUBJECTS OF EXAMINATION:

There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive and evaluation of their training and experience against the background of the duties of the position.

Attach to your application a summary of your training and experience. Be as concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor.

In your summary of training indicate all training, including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs, including any convocations, seminars, workshops, etc., in which you have participated over the past five years. Show the approximate dates and length of such programs and the nature of your participation.

In your summary of experience include a comprehensive description of each relevant position you have held and the duties of the position. Also where applicable, indicate the percentage of time spend in performing specific duties.

Candidate Responsibility: It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience - - either qualifying or against a rating scale - - they must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.

All information must be submitted by the close of filing. Candidates who submit incomplete applications and documentation may be disqualified.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

Issued: January 15, 2014