



CITY OF UTICA

Civil Service
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UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES EXAMINATION OPEN TO THE PUBLIC

ADMINISTRATIVE CLERK EXAM NUMBER 65-547

LAST DATE FOR FILING
MARCH 4, 2016

EXAM DATE
APRIL 23, 2016

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: \$31,609- \$35,073 Urban & Economic Development, Section 8

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 (City of Utica, Utica City School District and the Municipal Housing Authority).

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 with an Associate Degree and one (1) year of administrative or office management experience; **OR**
- (B) Graduation from high school and five (5) years of administrative or office management experience; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

DUTIES: This is a moderately difficult clerical position involving the responsibility for the performance of a variety of clerical tasks which require a general understanding of specific laws, organizational rules, procedures, and policies. The exercise of independent judgment is used for routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. Does related work as required.

SUBJECTS OF EXAMINATION: There will be a written exam which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills, and/or abilities in such areas as:

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. 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 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.

4. **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.**

5. **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.

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.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

CALCULATORS ARE ALLOWED: 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: January 22, 2016