



# CITY OF UTICA

Civil Service  
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**UTICA MUNICIPAL CIVIL SERVICE  
ANNOUNCES  
EXAMINATION OPEN TO THE PUBLIC  
WARRANTS CLERK  
EXAM NUMBER 2016-B**

**LAST DATE FOR FILING**  
JANUARY 15, 2016

**EXAM DATE**  
FEBRUARY 6, 2016

**\*\*\*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:** \$27,643 - \$30,624 Utica Police Department

**VACANCIES:** There is currently one (1) vacancy at the Utica Police Department. The eligible list resulting from this examination will 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 (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:** Graduation from High School or possession of a High School Equivalency Diploma.

**DUTIES:** This position exists in the Department of Public Safety, Bureau of Police and involves the responsibility for independently performing complex clerical operations. Under limited supervision, researches all incoming warrants for all pertinent physical description and addresses. Confirms validity and cancels bench warrants, clarify, modify or correct issues related to warrants. The work is performed under general supervision, with detailed instruction received when necessary. Unusual, important or complicated assignments are checked in detail upon completion. Additionally, an employee in this class performs related clerical tasks such as screening telephone calls, taking messages, making extension connections, pulling appropriate files. 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.*

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