

City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an Open Competitive Exam for
Oneida City School District

ADMINISTRATIVE AIDE #68238

Date of Exam: May 12, 2018

Last Date to File: March 21, 2018

(Must be received by close of business -
NOT Postmarked)

Salary: \$34,000.00

APPLICATION FEE: A \$15.00 application fee is required and must accompany the application.
Cash is accepted: Check or money order should be made out to: CITY CHAMBERLAIN.

USE OF CALCULATORS IS RECOMMENDED

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Business Administration, Business Management, Office Administration, Office management, Secretarial Studies, Office Technology, or business related field, and one (1) year of clerical or administrative experience involving keyboarding; OR
- b. Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience or administrative experience involving keyboarding; OR
- c. An equivalent combination of training and experience as defined in the limits (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional position involving responsibility for performing a wide variety of administrative and clerical activities and tasks in support of the school district. Specific tasks vary, but the Aide position is characterized by substantial contact with agency clients 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. 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. **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.

2. **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.**

3. **Operations with Letters and Numbers:** These questions test for skills and abilities in 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.

4. **Understanding and interpreting written material:** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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

TYPICAL WORK ACTIVITIES:

- Provides information over the phone and to visitors on school program services and requirements, may schedule appointments or assist individuals in applying for services, or explains procedures and program processes;
- Compiles data and background material to assist in various administrative/professional activities;
- Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;
- Schedules and arranges conferences, meetings, special events, etc;
- Assists professional staff in analyzing and evaluating methods, procedures, forms, applications, etc.;
- Prepares a variety of reports related to the work;
- Opens, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material or correspondence;
- Prepares responses to letters concerning program, policies and procedures for supervisor's signature;
- May maintain Civil Service records, set up employment interviews, prepare school board resolutions and follow up with personnel department and various supervisors;
- Designs, sets up and maintains files and correspondence, documents and records;

- May assist in writing BID specs and complete bidding process, discuss and negotiate prices with vendors and handle service contracts;
- Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure, and/or refers to appropriate office;
- Types correspondence, memoranda, reports, minutes of meetings, hearings and conferences, and related material;
- Monitors expenditures to maintain budgetary controls;
- Orders office supplies and maintains inventory of supplies and equipment;
- Plans and supervises the collection, tabulation and analysis of statistical and financial data;
- Expedites the preparation of reports and maintenance of records;
- Reads incoming mail and answers general correspondence;
- Confers with superior on departmental policy and operation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and methods; good knowledge of the policies, procedures, rules and regulations governing the school district; working knowledge of the school's programs, objectives, and goals; ability to compile data and background information; ability to prepare and maintain records and reports; ability to communicate effectively; ability to establish a rapport with others for the purpose of obtaining or conveying information; ability to assist in reviewing and evaluating program procedures, methods, forms, etc.; ability to keyboard at an acceptable rate of speed; ability to follow complex oral and written instructions.

Saturday Sabbath Observers – Disabled Persons and Military Personnel called to Active Duty:

If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

The City of Oneida is an Equal Opportunity/ Affirmative Action Employer

Applications and additional information are available in the Civil Service Office,
City Hall (Basement), 109 N. Main Street, Oneida, NY 13421
315-363-1561 or download at our website www.oneidacity.com

Submitted by: Dawn E. Andrews, Secretary to the Commission
February 20, 2018