

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

Announces an OPEN COMPETITIVE Exam for:

CLERK #D-1701

Date of Exam: January 20, 2018

Last Date to File: January 3, 2018

(Must be received be close of business -Salary: Per agreement NOT Postmarked)

Salary: \$23,842.00 per year - pending CSEA contract

A \$15.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN.

MINIMUM QUALIFICATIONS: Graduation from high school or in possession of a NYS general equivalency diploma.

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

1. **SPELLING:** These questions test your ability to spell words that are used in written business communications. (15 questions)
2. **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. (15 questions)
3. **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. (30 questions)

TOTAL # QUESTIONS: Sixty (60) questions

TIME ALLOWANCE: Three (3) hours

CALCULATORS ARE RECOMMENDED

VETERAN CREDITS: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

General Instructions and Information

1. Falsification of any part of the application will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

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.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer
Applications and additional information are available in the Civil Service Office, 109 N. Main
Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at oneidacity.com

Issue date: November 29, 2017

By: Dawn Andrews, Secretary to the Commission