

Issued: July 13, 2016

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of an open competitive examination - decentralized

SECRETARY

EXAMINATION # 20-162

EXAMINATION DATE: September 17, 2016
LAST FILING DATE: August 31, 2016
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: August 31, 2016

Salary: 35 hour week - \$31,864 - \$47,295
40 hour week - \$36,423 - \$54,061

MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or a related field; OR
- b. Graduation from high school or possession of a high school equivalency diploma and two (2) years of secretarial or clerical experience in administrative office support which involved using a personal computer; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

VACANCY:

At present, there are no vacancies. This examination is being held to establish an eligible list to fill future vacancies in the City of Auburn.

RESIDENCY REQUIREMENT:

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing complex clerical operations and administrative support tasks for a unit. Incumbents spend a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision receiving detailed instructions only where policies have not been determined. Does related work as required.

SUBJECT OF THE EXAMINATION:

A written test designed to test for knowledge, skills and/or abilities in such areas as:

1. Spelling: These questions test for the ability to spell words that are used in written business communications.
2. Grammar, Usage, Punctuation: The grammar and usage questions test for the ability to apply the basic rules of grammar and usages. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.

3. **Keyboarding Practices:** These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
4. **Office Record Keeping:** These questions evaluate 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 different sources; scheduling, maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
5. **Office Practices:** These questions test for knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists and secretaries encounter in their work, as well as knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

CALCULATORS:

Calculators are **RECOMMENDED** for this examination. Candidates will be allowed to bring a small, hand-held, battery operated calculator. No beepers or cell phones are permitted in the examination room. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited. No cell phones allowed.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), you must check Box **6-A** on page 1 of the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, check box **6-B** on page 1 of the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERAN'S CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran credits. The applications for veteran credits are available in the Auburn Civil Service Office. All veteran credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8:00am and 4:00pm. To request by mail, send a self-addressed (.92 postage) envelope to:

Memorial City Hall
Civil Service Commission
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office

CROSS FILERS:

If you have applied for other local civil service examinations, you must notify each agency in writing no later than two weeks before the test date so that arrangements can be made for you to take your examinations at one test site. Please indicate on your application, or on a form available from the Auburn Civil Service Office, the names of the jurisdictions where other applications have been filed and the location where you wish to sit for the test.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" 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 candidates willing to accept the appointment. The duration of the eligible list must 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 Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Auburn Civil Service Commission:

**Diane R. Gove
John C. Hardy
Laurie A. Turo**

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