

# THE MUNICIPAL CIVIL SERVICE COMMISSION



## OF NIAGARA FALLS, NEW YORK

ANNOUNCES EXAMINATION FOR...

Room 14 -Ground Floor – City Hall

Phone 286-4432 / 286-4430

<http://www.niagarafallsusa.org>

### SECRETARY I NIAGARA FALLS WATER BOARD

EXAM: #60003480 O.C.

**FILING FOR THE EXAM:** Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. If filing by mail, it must be postmarked on or before the last date for filing. Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.

**APPLICATION FEE: \$20.00** A **Non-Refundable** application fee must accompany your application and is required for each exam for which you apply. **DO NOT USE CASH.** Make check or money order payable to the City Controller and write the examination number on your check or money order. **AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.**

**FEE WAIVER** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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 an 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 Exam Announcement. An application fee waiver that is not supported by the appropriate documentation is grounds for barring admittance to exam or appointment. The "Request for Application Fee Waiver and Certification Form" is available in the Human Resource Department at City Hall.

**EXAMINATION DATE**

March 1, 2025

**FIRST DAY FOR FILING**

Mon. December 23, 2024– 8:00 AM

**LAST DAY FOR FILING**

Wed., January 20, 2025 – 3:30 PM

**DISTINGUISHING FEATURES OF THE CLASS:** This work is partially routine in nature. It involves responsibility for maintaining the flow of work by performance of standardized tasks in carrying out day-to-day administrative support activities required to accomplish the work of a department or school. The categories of administrative support include communication, coordination, and records maintenance. These categories encompass clerical tasks such as typing, keyboarding, record processing, filing, receptionist tasks, mail sorting, and use of office machines. The work is performed under the supervision of an assigned higher level supervisory employee or administrator. The work is periodically reviewed. Secretary I performs related work as required.

## SECRETARY I- NFWB

### MINIMUM QUALIFICATIONS:

1) **AN INCOMPLETE APPLICATION WILL BE DISAPPROVED.** List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought. To receive credit for experience on a job, all information requested on the application including title, number of hours in the work week, final salary, duties performed by you in each position and percentage of time spent on each task, length of employment, etc., must be shown. Be very specific in explaining experience that qualifies you for the position sought. Ambiguity and vagueness will not be resolved in your favor.

2) **A RESUME DOES NOT SUBSTITUTE FOR THE APPLICATION AND WILL NOT BE CONSIDERED.**

3) Unless otherwise specified, experience will be interpreted to mean "PAID EXPERIENCE" only. Part-time paid work experience will be accepted based on its full-time equivalent.

4) **If a degree or special license is required, a copy must be submitted with application.**

CANDIDATES MUST MEET THE REQUIREMENTS OF THE FOLLOWING ON OR BEFORE THE DATE OF THE

WRITTEN EXAM:

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

## GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

**COMPLETION OF APPLICATIONS** - A regular application must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.

**VETERAN AND DISABLED VETERAN CREDITS** - Candidates must meet the requirements for Veterans Credits at the time of appointment or promotion. A candidate who is currently in active duty in the military may file for "conditional" credits but will be restricted from certification using the credits until appropriate documentary proof of honorable discharge and dates of service is provided to the Commission. The form necessary for filing for Veterans Credits, however, must be filed with the application. Evidence of military discharge (form DD-214) or proof of military status if claiming "conditional credits" must be presented with this form. You will be allowed the option of waiving these credits after the completion of the exam. For the purpose of claiming veterans credits on a Civil Service exam, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II - December 7, 1941 to and including December 31, 1946\*\*

Korean War - June 27, 1950 to and including January 31, 1955\*\*

Southeast Asia Hostilities - February 28, 1961 to May 7, 1975 (Starting date changed per Chapter 179 of Laws of 2006)

Lebanon\* - June 1, 1983 - December 1, 1987\*\*

Grenada\* - October 23, 1983 - November 21, 1983\*\*

Panama\* - December 20, 1989 - January 31, 1990\*\*

Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)\*\*

U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952

\*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

Disabled Veterans must have been disabled in the actual performance of duty in any war and have a disability rated at 10% or more that exists at the time of application or promotion. (See Veterans Form for additional information.)

**MILITARY MAKE-UP** - Special test arrangements are available for active military members.

**SPECIAL TEST ARRANGEMENTS** - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.

**INVESTIGATION OF CANDIDATES** - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.

**BACKGROUND INVESTIGATION** - Applicants may be required to undergo a criminal history background investigation to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**ADMISSION NOTICES** - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of exam. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 286-4432 or 286-4435.**

**PASSING MARK** - The passing grade in each announced subject of an examination is 70.

**INTERVIEWS** - As an aid in rating training and experience, interviews may be required at a later date.

**PHYSICAL EXAM** - Prior to appointment, each candidate will be required to pass a physical exam and drug testing.

**RETIREMENT SYSTEM** - Permanent, competitive appointments are required to join the NYS Retirement System.

**DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:**

A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)474-6470 or toll-free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date and also notify the Niagara Falls Civil Service Commission **in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.**

B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a **written request no later than two weeks before the date of the exams.** You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call (716) 286-4432.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for original appointment in the same municipality in which his/her parent has served. The parent is deemed to have served in a municipality if he/she was employed by or worked primarily in that municipality. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

The City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

Applicants who have completed accredited military or industrial training can contact Excelsior College at [www.excelsior.edu](http://www.excelsior.edu) for information about the Full Service Credit Bank service which can issue a college transcript to be reviewed for compliance with the minimum education requirement for an exam.

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CANDIDATES MUST MEET THE REQUIREMENTS OF THE FOLLOWING ON OR BEFORE THE DATE OF THE WRITTEN EXAM:

**MINIMUM QUALIFICATIONS:**

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**Scopes / Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**Grammar/Usage/Punctuation**

The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

**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, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

**Spelling**

These questions test for the ability to spell words that are used in written business communications.

**Working with office records**

These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring 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.

**Office practices 01**

These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which office support staff, 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 workflow; 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.

**Test guide:**

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.