

SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHEENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: SENIOR MAIL CLERK
CITY OF SCHEENECTADY
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES AS NEEDED.

EXAM NUMBER: 67-992

SALARY RANGE: \$31,719 - \$37,613 (2008)

LAST DATE FOR FILING: AUGUST 12, 2008

DATE OF EXAMINATION: SEPTEMBER 20, 2008

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF **THE CITY OF SCHEENECTADY** FOR AT LEAST ONE (1) MONTH.

DUTIES: THIS POSITION INVOLVES OVERALL RESPONSIBILITY FOR THE MANAGEMENT OF POSTAL AND PRINTING SERVICES PROVIDED BY A CENTRALIZED MAIL ROOM. THE WORK REQUIRES THE OPERATION OF POSTAL MACHINES, PHOTOCOPY MACHINES AND RELATED OFFICE EQUIPMENT. GENERAL SUPERVISION IS RECEIVED FROM A HIGHER LEVEL SUPERVISOR, WITH LEEWAY ALLOWED FOR MAKING INDEPENDENT JUDGMENTS ON ROUTINE POLICIES AND PROCEDURES. DIRECT SUPERVISION IS EXERCISED OVER CLERICAL ASSISTANTS AND STUDENT WORKERS. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

MINIMUM QUALIFICATIONS: (ON THE DATE OF THE WRITTEN TEST)

- (A) GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA AND THREE YEARS OF CLERICAL EXPERIENCE, TWO YEARS OF WHICH SHALL HAVE INVOLVED THE OPERATION OF PHOTOCOPY AND POSTAGE EQUIPMENT; OR
- (B) FOUR YEARS OF CLERICAL EXPERIENCE, TWO YEARS OF WHICH SHALL HAVE INVOLVED THE OPERATION OF PHOTOCOPY AND POSTAGE EQUIPMENT; OR
- (C) AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE AS DEFINED BY THE LIMITS OF (A) AND (B) ABOVE.

NOTE: APPROPRIATE PART-TIME AND/OR VOLUNTEER EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

SUBJECTS OF EXAMINATION: A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS

THESE QUESTIONS TEST FOR SKILLS AND ABILITIES IN CLERICAL 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.

2. 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

OVER

POSSIBLY THE THIRD. YOU WILL BE INSTRUCTED TO MARK YOUR ANSWERS ACCORDING TO A DESIGNATED CODE PROVIDED IN THE DIRECTIONS.

3. 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.

4. SUPERVISION

THESE QUESTIONS TEST FOR KNOWLEDGE OF THE PRINCIPLES AND PRACTICES EMPLOYED IN PLANNING, ORGANIZING, AND CONTROLLING THE ACTIVITIES OF A WORK UNIT TOWARD PREDETERMINED OBJECTIVES. THE CONCEPTS COVERED, USUALLY IN A SITUATIONAL QUESTION FORMAT, INCLUDE SUCH TOPICS AS ASSIGNING AND REVIEWING WORK; EVALUATING PERFORMANCE; MAINTAINING WORK STANDARDS; MOTIVATING AND DEVELOPING SUBORDINATES; IMPLEMENTING PROCEDURAL CHANGE; INCREASING EFFICIENCY; AND DEALING WITH PROBLEMS OF ABSENTEEISM, MORALE, AND DISCIPLINE.

5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

THESE QUESTIONS TEST HOW WELL YOU COMPREHEND WRITTEN MATERIAL. YOU WILL BE PROVIDED WITH BRIEF READING SELECTIONS AND WILL BE ASKED QUESTIONS ABOUT THE SELECTIONS. ALL THE INFORMATION REQUIRED TO ANSWER THE QUESTIONS WILL BE PRESENTED IN THE SELECTIONS; YOU WILL NOT BE REQUIRED TO HAVE ANY SPECIAL KNOWLEDGE RELATING TO THE SUBJECT AREAS OF THE SELECTIONS.

USE OF CALCULATORS: UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD SOLAR OR BATTERY-POWERED CALCULATORS. DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSLATORS, DICTIONARIES, OR ANY SIMILAR DEVICES ARE PROHIBITED.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL THE EXAMINATIONS AT ONE TEST SITE.

IF YOU HAVE APPLIED FOR BOTH STATE AND LOCAL GOVERNMENT EXAMINATIONS, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL YOUR EXAMINATIONS AT THE STATE EXAMINATION CENTER BY CALLING (518) 474-6470 IN THE ALBANY AREA OR TOLL FREE AT 1-877-697-5627 [PRESS 2, THEN PRESS 1], NO LATER THAN TWO WEEKS BEFORE THE TEST DATE.

IF YOU HAVE APPLIED FOR ANOTHER LOCAL GOVERNMENT EXAMINATION WITH ANOTHER LOCAL CIVIL SERVICE AGENCY, CALL OR WRITE TO EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN TWO WEEKS BEFORE THE DATE OF THE EXAMINATIONS. YOU MUST NOTIFY ALL LOCAL GOVERNMENT CIVIL SERVICE AGENCIES WITH WHOM YOU HAVE FILED AN APPLICATION OF THE TEST SITE AT WHICH YOU WISH TO TAKE YOUR EXAMINATION. FOR THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

SEE GENERAL CONDITIONS ATTACHMENT

DATE RELEASED: 7/14/2008