

THE MUNICIPAL CIVIL SERVICE COMMISSION



OF NIAGARA FALLS, NEW YORK

ANNOUNCES EXAMINATION FOR....

Room 17 -Ground Floor – City Hall

Phone 286-4430 / 286-4313

<http://www.niagarafallsusa.org>

ADMINISTRATIVE ASSISTANT

CITY OF NIAGARA FALLS

(ANTICIPATED VACANCIES)

SALARY RANGE: \$36,548 – \$51,756 PER YEAR

EXAM: #63-766 OC

FILING FOR THE EXAM: Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 17 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: \$25.00 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:

May 14, 2022

FIRST DAY FOR FILING

Mon., March 7, 2022 – 8:00 AM

LAST DAY FOR FILING

Wed., March 23, 2022 – 3:30 PM

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF THE CITY OF NIAGARA FALLS FOR A PERIOD OF AT LEAST SIX (6) MONTHS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN EXAM.

THIS EXAM IS BEING HELD SIMULTANEOUSLY AS PROMOTIONAL AND OPEN-COMPETITIVE. CIVIL SERVICE LAW REQUIRES THAT THE PROMOTIONAL LIST BE CERTIFIED BEFORE THE OPEN-COMPETITIVE LIST.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible office management and administrative work performed within a City Department. The employee in this position manages and organizes the central department office and assists the Department Head in coordinating all activities with the Department, including but not limited to records control and special management studies. The work consists of supervising and performing a variety of tasks, including file management, preparing correspondence, compilation of data, assisting in research activities and budget control. Direct and general supervision is received from the Department Head. Supervision may be exercised over clerical staff. The Administrative Assistant performs related work as required.

MINIMUM QUALIFICATIONS: **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 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.** A RESUME WILL NOT BE ACCEPTED. ALL EXPERIENCE MUST BE ON OUR APPLICATION OR ADDITIONAL EXPERIENCE FORM. 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. **If a degree or special license is required, a copy must be submitted with application.**

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GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

1. RESIDENCY FOR EXAM - Unless otherwise specified in the exam announcement, candidates must have been legal residents of the City of Niagara Falls for six months immediately preceding date of written exam.
2. RESIDENCY FOR APPOINTMENT: Local Law #7 of the City of Niagara Falls requires that persons commencing employment with the City of Niagara Falls after December 17, 1984, must continue to reside in the City for the duration of employment.
3. COMPLETION OF APPLICATION - A regular application form 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.
4. VETERAN AND DISABLED VETERAN CREDITS - Forms for claiming point credits as Veteran and/or Disabled Veteran must be filed with application. Evidence of military discharge (form DD-214) must be presented with this form. You will be allowed the option of waiving these credits after the completion of the examination. For the purpose of claiming veterans credits on a Civil Service examination, 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.)
5. MILITARY MAKE-UP - Special test arrangements are available for active military members.
6. 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.
7. 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.
8. 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 examination. **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 286-4430/286-4313.**
9. PASSING MARK - The passing grade in each announced subject of an examination is 70.
10. INTERVIEWS - As an aid in rating training and experience, interviews may be required at a later date.
11. 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.
12. 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 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 286-4430/286-4313.
13. 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.
14. RATING OF EXAMS The written exam is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the rating of exams will be applicable to this written exam.
15. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, 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.

MINIMUM QUALIFICATIONS (Continued)**CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAM:**

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Business Administration, Education or related field and two (2) years experience in a position involving office management, business management or administrative work;
- OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's degree in Business Administration or related field and four (4) years experience as defined in (A);
- OR**
- (C) Graduation from high school and six (6) years experience as defined in (A).

NOTE: At least two (2) years of appropriate experience is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years experience; high school graduation is required; additional experience beyond six (6) years cannot be substituted for high school graduation.

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

1. **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.
2. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **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.
4. **Office management** - These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.
5. **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 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**.

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>.

CALCULATOR STATEMENT: CALCULATORS ARE RECOMMENDED.

UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELLULAR PHONE CALCULATORS, DEVICES WITH TYPEWRITER KEYBOARDS, "SPELL CHECKERS," "PERSONAL DIGITAL ASSISTANTS," "ADDRESS BOOKS," "LANGUAGE TRANSLATORS," "DICTIONARIES," OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIALS.

RATING OF EXAMS: The written exam is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the rating of exam will be applicable to this written exam.

AN EQUAL OPPORTUNITY EMPLOYER

DATED: March 5, 2022
