



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

AMENDMENT
ASSISTANT CITY TREASURER

NO. 68-270 Examination Open to the Public

Salary \$35,585 – 43,464/Year

The eligible list resulting from this examination will be used to fill one (1) vacancy that currently exists in the **North Tonawanda City Clerk/Treasurer's Office** and any other appropriate vacancy which may occur under the jurisdiction of Niagara County Civil Service during the life of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination. **Preference in appointment may be given to successful candidates who have been residents of the municipality, within Niagara County, in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. **Your application will be disapproved if you do not meet these qualifications or fail to clearly state your qualifications. Should your application be disapproved, your filing fee will not be refunded.**

Graduation from high school and three (3) years of full-time paid clerical experience involving responsibility for double-entry bookkeeping.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

DUTIES: The work involves responsibility for the accurate performance of a number of tasks involved in the maintenance and safekeeping of records in the City Clerk-Treasurer's Office. The incumbent is responsible for performing and/or supervising moderately difficult clerical and typing tasks and for assisting the City Clerk-Treasurer in his/her duties. The incumbent works under the general supervision of the City Clerk-Treasurer who reviews work for effectiveness and for compliance with policies and procedures. Direct supervision is exercised over clerical staff. Does related work as required.

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

FEE WAIVERS: Waivers for the filing fee must be completed in full and you are responsible for submitting all of the required documentation or your application will be disapproved.

APPLICATIONS MUST BE
RECEIVED BY OR
POSTMARKED
SEPTEMBER 7, 2010

A non-refundable **\$15.00 application fee** must accompany each application. Submit **check or money order *only*** - payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: August 2, 2010

EXAMINATION DATE
OCTOBER 30, 2010

SUBJECT OF EXAMINATION – There will be a written test which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Fundamentals of account keeping and bookkeeping** - These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.
2. **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.
3. **Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test.
4. **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.

NOTICE TO CANDIDATES: Use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as **Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries,** or any similar devices **are prohibited**.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment. *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.***

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review - “*IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES*” - prior to filing for this examination.