MUNICIPAL CIVIL SERVICE COMMISSION
"Personnel Chosen for Merit in Fair Competition"
City of Port Jervis, New York
20 Hammond Street; PO Box 1002
Port Jervis, New York 12771
(845) 858-4000 ext. 4052
civilservice1@portjervisny.gov

EXAMINATION ANNOUNCEMENT

ADMINISTRATIVE AIDE #60060670
OPEN COMPETITIVE

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EXAMINATION DATE: **APRIL 18, 2026**

LAST FILING DATE: **MARCH 13, 2026**
APPLICATIONS MUST BE POSTMARKED NO LATER THAN **3/13/2026**

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A **$20.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the **CITY OF PORT JERVIS**. Do not send cash! Write the examination number (s) and the applicant's name and on the personal check or money order.

The eligible list resulting from this examination will be used to fill vacancies and any other appropriate full-time vacancies which may occur during the life of the list.

Salary range: $12.00-$27.00/hr.

There are no residence requirements to compete in this examination.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility of performing a variety of clerical services to assist in the routine functions of an administrative office. Work is performed under the general supervision of the department or building's administrator with leeway permitted to exercise independent judgment to relieve the administrator of day-to-day operations within the office. Supervision may be exercised over the work of other clerical employees. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABIITY AND PERSONAL CHARACTERISTICS:
SCHOOL DISTRICT:
Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to acquire knowledge of laws, regulations and policies; ability to understand and follow oral and written directions; ability to maintain confidentiality; ability to get along with others; clerical aptitude; accuracy, neatness; physical condition commensurate with the demands of the position.

RELEASED: February 12, 2026

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and minimum of six (6) years of clerical experience outside of the school district.

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

1. NAME AND NUMBER CHECKING
   These questions test 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 possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

2. 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.

3. CUSTOMER SERVICE
   These questions test the knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

4. 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.

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 table summarizing data using totals, subtotals, averages and percents.

CALCULATOR STATEMENT: Candidates are permitted to use either a handheld, battery operated or light sensitive calculator for this examination. A calculator may facilitate the performance of routine calculations, but it is not necessary to answer questions in this examination.

SPECIAL TESTING ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodation to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the PORT JERVIS CIVIL SERVICE COMMISSION, 20 HAMMOND STREET, PORT JERVIS, NY 12771 as soon as possible before the testing date.

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SECTION 23.2: 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 the preparation and rating of examinations will apply to this examination.

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 online at: www.cs.ny.gov/testing/localtestguides.cfm.

CROSSFILING: If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the PORT JERVIS CIVIL SERVICE COMMISSION OFFICE, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the CITY CLERKS OFFICE, 9:00 a.m. to 4:00 p.m. or the Port Jervis website:

https://www.portjerisny.gov/civil-service

Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not knowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

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ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on Tuesday following the test date providing verifiable documentation of the reason. A decision will be made by the Commission if you are scheduled for an alternate test date.

If you have not received notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m., leave a voice mail regarding this matter or an email at civilservice1@portjervisny.gov

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Port Jervis Civil Service Commission