



## MUNICIPAL CIVIL SERVICE COMMISSION

"Personnel Chosen for Merit in Fair Competition"

### City of Port Jervis, New York

City Hall, 20 Hammond Street, Port Jervis,  
New York 12771  
(845) 858-4052

[cherylkentbiccum@portjervisny.gov](mailto:cherylkentbiccum@portjervisny.gov)

## COMMISSIONERS

, Chairperson

Sally VonSauers

Joan McBride

Cheryl Kent-Biccum  
Secretary

## EXAMINATION ANNOUNCEMENT CLERK TYPIST #20241191 OPEN COMPETITIVE

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EXAMINATION DATE: **NOVEMBER 9, 2024**

LAST FILING DATE: **OCTOBER 25, 2024**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN OCTOBER 25, 2024.

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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 appropriate full-time vacancies which may occur during the life of the list.

Salary range: AS PER CONTRACT

There are no residence requirements to compete in this examination.

**DISTINGUISHED FEATURES:** This work is primarily of routine in nature and involves the performance of standardized clerical tasks, such as filing, typing, data entry, etc. Procedures are usually definitely fixed but detailed instructions are given for new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking or by another step in the clerical process.

**MINIMUM QUALIFICATIONS:** Your application **must clearly indicate** possession of the following as of the last filing date noted above:

- Graduation from high school or possession of a general equivalency diploma (GED) including or supplemented by a course in typing.

You must submit a complete application. Be sure to answer all questions including dates of employment (month/year), number of hours worked per week and detailed description of your clerical experience involving typing/keyboarding as required above. A resume may not be submitted in lieu of completing application. Applications that do not clearly indicate the required qualifications will be disapproved.

**The position of Clerk-Typist requires proficiency in keyboarding/typing which will be evaluated during the probationary period by the appointing authority.**

## **OPEN COMPETITIVE CLERK-TYPIST**

**SUBJECT OF EXAMINATION:** The written test will test for knowledge, skills, and/or abilities in such areas as:

1. Alphabetizing: These questions are designed to test your ability to file material in alphabetic order.
2. Record Keeping: These questions evaluate your ability to perform common 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 percentages.
3. Clerical Operations with Letters and Numbers: These questions test your skills and abilities in clerical operations involving, 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.

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

**CANDIDATES REQUESTING A WAIVER BASED ON THE PRESENT EMPLOYMENT MUST CLEARLY INDICATE THE WAIVER REQUEST ON THEIR APPLICATION.**

In order to be considered for a waiver, candidates must provide appropriate documentation at the time of their filing for the examination. Such documentation may consist of a Notice of Examination Results (must state qualifying works per minute: a letter on an official letterhead from the acceptable government agency or other similar documentation. In cases where the applicant has passed a typing examination held by the Port Jervis Civil Service Commission, the applicant must provide the name and date of the examination as well as the examination number. The Port Jervis Civil Service Commission will make the determination as to the candidate's request for waiver and all determinations will be final.

**SPECIAL TESTING ARRANGEMENTS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations 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 alternate test date to the PORT JERVIS CIVIL SERVICE COMMISSION, 20 HAMMOND STREET, PORT JERVIS, NY 12771 as soon as possible before the test date.

**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 examinations will apply to the examination.

**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.

## **OPEN COMPETITIVE CLERK-TYPIST**

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 5:00 p.m. or by sending a stamped, self-addressed legal-size envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. 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 acknowledge 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.

**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 the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you are scheduled for an alternate test date.

If you have not received a 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.

ISSUE DATE: SEPTEMBER 26, 2024

Cheryl A. Kent-Biccum  
CS Commission Secretary