



CITY OF ROME CIVIL SERVICE COMMISSION

198 NORTH WASHINGTON STREET / ROME, NEW YORK 13440 (315) 339-7609

Jeffrey M. Lanigan
Mayor

/ Della Pray
Chairperson

Bryce Baldwin
Commissioner

Eric Y. Gonzalez
Commissioner

EXAMINATION ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

ADMINISTRATIVE AIDE #88379

EXAM DATE: **MAY 4, 2024**

APPLICATION POSTING DATE:
MARCH 6, 2024

APPLICATION DEADLINE:
APRIL 3, 2024

STARTING 2024 SALARY:
\$ 41,840.00

ALL EXAM APPLICATIONS MUST BE SUBMITTED WITH A CHECK OR MONEY ORDER EITHER BY MAIL TO: ROME CIVIL SERVICE, 198 NORTH WASHINGTON STREET, ROME, NEW YORK 13440 OR DEPOSITED IN THE CITY HALL DROPBOX LOCATED NEAR THE FRONT ENTRANCE TO CITY HALL.

All applicants are strongly encouraged to thoroughly review the MINIMUM QUALIFICATIONS for this examination BEFORE submitting your application. Assess the minimum qualifications against your own professional employment/educational experience to ensure you adequately meet the requirements for admission and apply for only those examinations for which you are clearly qualified.

DUTIES:

This is a paraprofessional position involving responsibility for performing a wide variety of administrative and clerical activities and tasks in support of the department. Specific tasks vary, but the Aide position is characterized by substantial contact with agency clients or the general public to explain program services, requirements, etc., by managing complex record systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these higher level positions.

MINIMUM QUALIFICATIONS:

Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Management, Office Administration, Office Management, Secretarial Studies, Office Technology or a related field, and one (1) year of administrative experience involving keyboarding; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma, and three (3) years of clerical or administrative experience; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

VACANCIES: A corresponding civil service eligible list will be established from this examination and will be used to fill any applicable vacancies for this title in the City of Rome jurisdiction as they may occur.

APPLICATION FEE:

A fifteen dollar (\$15.00) **non-refundable** application fee is required and must accompany each application at time of filing. Payment must be made by **check or money order** payable to Rome Civil Service Commission. Applications postmarked after the last filing date will be returned to the applicant with the application fee.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of **\$20.00** will be added to the examination application fee and will be required to be paid in cash or money order in the City of Rome Treasurer's Office at Rome City Hall, 198 North Washington Street, Rome, New York 13440.

RESIDENCY:

There is NO residency requirement to make application for this examination. Preference in appointment may be given to successful candidates who legally reside in the City of Rome prior to appointment.

SUBJECTS OF THE EXAMINATION:

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

1. 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 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 for 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 a table summarizing data using totals, subtotals, averages and percents. You should bring with you a handheld battery or solar powered calculator for use for this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

CALCULATORS ARE **RECOMMENDED FOR THIS EXAM**

You should bring with you a handheld battery or solar powered calculator to use for this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

This written 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.

GENERAL APPLICANT INSTRUCTIONS AND INFORMATION

1. APPLICATIONS: Unless otherwise indicated on this announcement, all candidates may be required to complete one "Application of Employment" form for each examination he/she wishes to take. Applicants must answer every question on the application form and make sure that the application is complete in all respects. All applications are to be filed with Rome Civil Service Office. The Rome Civil Service Commission reserves the right to reject any/all applications that are incomplete or may be missing any required information that is otherwise required under the Minimum Qualifications for this examination. The City of Rome Civil Service Office is under no obligation to seek ANY information from you such as missing employment history, educational transcripts, trade licenses, and/or drivers' licenses after your application has been submitted/received. Applications received with a postmark after the last filing date will not be processed.

The City of Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivered mail or postal delays. Applications delivered in person to the Rome Civil Service Office at Rome City Hall will be accepted between the hours of 8:30p.m. and 4:30p.m. Monday through Friday. Approved applicants will be sent an exam admission notice by mail within two (2) weeks of the examination date. Non-approved applicants will be mailed a separate notice one (1) week after the last filing date.

2. ADDRESS CHANGE: Candidates must notify the City of Rome Civil Service Office of any change of address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

3. ADMISSION NOTICES: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. Applicants that have been disapproved will also be notified in writing. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT (315) 339-7609.**

4. ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department.

5. COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Information relating to recognized companies that provide this service is available on the New York State Department of Civil Service website at: www.cs.ny.gov/jobseeker/degrees.cfm.

6. CROSS FILING: If you have applied for another civil service examination(s) through any other state, county, or local civil service agency that will be given on the same day as this test, you must make arrangements to **take all of the examinations at one site.** For example: If you will be applying to take this exam with the City of Rome and may be taking another or similar exam on the same day with the City of Utica, you will need to inform the City of Rome and the City of Utica where you intend to sit to take this exam... Rome or the City of Utica.

Cross File Notification forms must clearly indicate the agency(ies) where you have cross filed, where you intended to take your exam, and must be submitted to this office no later than two (2) weeks prior to the examination date. Applicants that have applied to take a City of Rome exam and may have also applied to take another exam for a New York State position, will be required to take their City of Rome exam at the New York State designated examination site.

Please note that if you have cross filed, it will be your responsibility to bring any/all Civil Service Examination Admission Notices with you to your designated exam site on the day of the exam.

Cross File Notification forms are available at this office and on the City's website at: www.romenewyork.com.

7. SPECIAL EXAM ARRANGEMENTS AND ACCOMMODATIONS:

If you are an applicant with a disability requiring special arrangements or special accommodations to be made for you in order to participate in this examination on the exam day or if you will not be able to be tested on the date of exam due to a religious observance or military enlistment, a written explanation of the reason(s) you are requesting special exam arrangements and any supporting documentation (if available) **must be attached and submitted with this application.**

8. ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those indicated on this announcement.

9. EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office no later than the first business day following the exam date. Verifiable documentation of the emergency will be required.

10. WEATHER RELATED EMERGENCIES: In cases involving adverse weather conditions that may delay or lead to the cancellation of the examination, please tune to: WKTV NewsChannel 2 /Utica (Channel 2 on Spectrum Cable, DirecTV in Utica, and Dish Network in Utica) or WKAL 1450 A.M. /Rome between the hours of 6:00 AM and 8:00 AM on the date of the examination.

11. MILITARY MEMBERS: If you apply for an examination during the filing period but are called to active military duty after the filing deadline and/or prior to the date of the examination, you may request a military makeup examination. Military members on active duty or discharged during the examination filing period may apply for the examination up to ten (10) days before the test date. Please contact the Rome Civil Service Office for more information,

12. RELIGIOUS ACCOMMODATIONS: Most exams are held on Saturdays. If you cannot take the test on the announced test date due to a religious observance or practice, please check the box under Religious Accommodation on your application. You will then be offered arrangements to take the exam on the first Monday immediately following the exam date.

13. VETERANS' CREDIT: Veterans or disabled veterans eligible for additional credit may submit an "Application for Veterans' Credits" with their exam application or at any time after the examination, but, no later than two (2) weeks prior to the establishment of the resulting eligible list. **Veterans' credits are applied to passing exam scores and may only be used once.** No credit will be granted after the establishment of the eligible list. Additional information concerning eligibility is available on the Veterans' Credit application form. Applications for Veterans' Credits are available from this office and on the City's website: www.romenewyork.com.

14. SENIORITY CREDIT: An additional four tenths (.4) of a point will be added to a passing exam score for each year of continuous employment service in the competitive class for the City of Rome in which promotion is sought up to a maximum of twenty (20) years or a total of 8.0 points. Employment must be continuous from the original date of appointment in a Competitive class position.

15. SPECIAL CREDIT: 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 (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter 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 will be added after the eligibility list has been established.

16. WAIVER OF APPLICATION FEE: In accordance with Civil Service Law Section 50.5(b), fees shall be waived for candidates who certify to the state civil service department, a municipal or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. Application Fee Waiver Request forms are available at the City of Rome Civil Service Office and must be received at the time your application is submitted or no later than the last filing date.

Federal and State Law prohibit discrimination because of age, race, color, religious affiliation, national origin, gender, sexual orientation, disability, and marital status.
The City of Rome is an Equal Opportunity Employer.

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