

GLEN COVE CIVIL SERVICE COMMISSION EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES A PROMOTIONAL EXAMINATION FOR

SECRETARY

EXAM NUMBER **73384**

EXAM DATE: Saturday, March 2, 2024.

LAST FILING DATE: Applications must be received by or postmarked by the close of business on Friday, January 26, 2024.

LOCATION OF EXAM: *To be announced.*

APPLICATION FEE: \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

LOCATION OF POSITION/VACANCY: The list established from this exam will be used to fill any current or anticipated vacancy in the City of Glen Cove or Glen Cove School District. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

SALARY: \$51,161 to \$76,455 (2024 Starting Salary for City).

MINIMUM QUALIFICATIONS: Open to current employees with six months of permanent competitive class service in a lower graded clerical position in the department or agency in which the promotion is sought.

DUTIES: Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material; Transcribes correspondence from dictation equipment; Composes and prepares correspondence on matters where policies and procedures are well defined; Maintains and updates database/spreadsheet records on a personal computer; Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate; Schedules conferences, meetings and makes travel arrangements; Establishes and maintains confidential and general office files; Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes; Receives, sorts and distributes incoming mail; Checks, codes and processes requisitions, claims and bills; Prepares and maintains financial, statistical and personnel records; Monitors and tracks status of program activities; Orders supplies and materials; Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries; Transmits instructions from supervisor to staff and follows up to ensure deadlines are met; Answers telephone and gives out information.

STUDY GUIDES: Study guides prepared by the NYS Department of Civil Service may be available for this exam. Check for details by contacting the Civil Service Office or visiting the Civil Service website. See the contact

information at the end of this posting.

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

Grammar/Usage/Punctuation: The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

Keyboarding practices: These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

Office practices: These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which typists, stenographers, secretaries, and office assistants encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

Spelling: These questions test for the ability to spell words that are used in written business communications.

Principles of word processing: These questions are designed to test for features, capabilities and use of word processors. They may cover, but not necessarily be confined to, entering and editing text; using menus and commands; accessing, saving and printing documents.

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.

The use of calculators is recommended, and a calculator will be provided.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify Glen Cove Civil Service of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. You must bring both the State and the local government admission card to the State test center.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious observances, religious practices 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 by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled

candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

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|------------------------------|----------|
| Less than (1) one year | 0 points |
| 1 year to 6 years | 1 points |
| Over 6 years to 11 years | 2 points |
| Over 11 years to 16 years | 3 points |
| Over 16 years up to 21 years | 4 points |
| Over 21 years | 5 points |

When an examination is open to incumbents of non-competitive class positions, seniority would be based on time spent in a title or titles eligible to take the examination in accordance with the above schedule.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits 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 Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional 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 the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS: Application forms may be obtained from the City of Glen Cove website GlenCoveNY.gov or from the office of the Glen Cove Municipal Civil Service Commission, City of Glen Cove, City Hall, 9 Glen Street, Glen Cove, NY 11542 during any weekday from the posting date through the last filing deadline (except holidays) between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday OR: by sending a stamped self-addressed envelope with the applicant's name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE: A nonrefundable application fee of **\$25.00** is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. See the Application Fee Waiver section below for

how the application fee may be waived. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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 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 Examination Announcement. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: GlenCoveNY.gov

[Click Here for Application Fee Waiver](#)

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. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued 12/19/2023)

Applications are available on the Civil Service website GlenCoveNY.gov where you can...

[Apply for this promotional exam now -- CLICK HERE -- to download application.](#)