GLEN COVE CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

COMMISSIONERS
Carolyn D. Willson, Commissioner
Phyllis O. Burnett, Commissioner
Patrick J. Hall, Commissioner

Commission Secretary
John W. Charon
(516) 676-4814
JWCharon@GlenCoveNY.gov

THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION

ANNOUNCES OPEN-COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATIONS FOR

CLERK

EXAM NUMBER **20271002**

This Exam Date: Saturday, October 2, 2027
Next Exam Date: Saturday, October 7, 2028

CONTINUOUS RECRUITMENT: Applications for this series are accepted continuously and exams are given every year. Applicants applying up to three weeks prior to the exam date will be allowed to take the exam. Successful candidates will have their names placed on the eligible lists in order of their final score, regardless of the date on which they take the test. A candidate's eligibility for appointment begins within one month after the exam and will remain in effect for 4 years. Candidates already on the lists may take the exam again to improve their listed scores. The Commission reserves the right to terminate or modify this Continuous Recruitment program at any time.

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.

ABOUT THIS SERIES: Applicants for this continuous recruitment program can apply throughout the year as described below. Candidates passing this exam will have their names placed on the Clerk list which will be used to fill positions in the following titles: Clerk, Typist, Library Clerk and any other titles deemed appropriate by this Commission. Candidates not possessing a high school diploma or its equivalence will be restricted from appointment to the Library Clerk title.

LOCATION OF POSITION/VACANCY: The list established from this exam can be used to fill any current or anticipated full-time vacancy in the City of Glen Cove, Glen Cove School District, Glen Cove Housing Authority or Glen Cove Library.

GENERAL RESIDENCY REQUIREMENTS: Candidates must be legal residents of the City of Glen Cove or villages contiguous to the City of Glen Cove for at least one month immediately preceding the date of the examination. Contiguous villages include Glen Head, Sea Cliff, Locust Valley and Lattingtown.

NOTE: Civil Service Law allows the appointing authority to give preference to candidates who are residents of the City of Glen Cove. To be included in this certification of residents, a candidate must be a resident of Glen Cove at the time of the initial certification of residents until appointment.

STARTING SALARY:	Clerk	Typist	Library Clerk
	$40,843	$36,347	$30,690

STUDY GUIDES: Study guides prepared by the NYS Department of Civil Service are available for this exam from the Civil Service Office or the Civil Service website GlenCoveNY.gov where you can Click Here For Clerk Test Guide .

TYPICAL WORK ACTIVITIES:
CLERK: Files correspondence, memoranda, reports and other materials; Answers telephone, providing information to callers, taking messages, and making appointments; Issues and records applications, licenses and permits; Maintains time records, payroll data, AND attendance records; Assists in the preparation of routine reports; Indexes materials and performs simple record keeping tasks; Collects money and accounts for monies received; Makes entries on cards or bills or in ledger from original sources; Pulls material from files and maintains charge-out records; Operates mimeograph, photostat, simple computing and other office machines; Makes arithmetical computations and compiles simple statical reports; May relieve telephone switchboard operators; May operate a typewriter; May operate a computer terminal to enter data directly into the computer; May be assigned in varying capacities in other departments.

TYPIST: Types forms, records, reports, form letters, transcripts, invoices, vouchers, requisitions, payrolls, schedules, index cards, time cards, class lists, attendance records and other materials; Answers telephone, giving out routine information to callers, taking messages and making appointments; Collects money and accounts for monies received; Addresses envelopes on a typewriter; Files correspondence, records and other materials; Cuts and proofreads stencils; Issues and records applications, licenses and permits; Indexes materials and performs simple record keeping tasks; Makes arithmetical computations of fees and taxes; Makes entries on cards, or bills, or in ledger from original sources; Operates a computer terminal to enter data directly into the computer; May relieve telephone switchboard operators; May operate mimeograph, photostat, adding, duplicating, and other office machines.

LIBRARY CLERK: Arranges or files materials according to library filing rules; Performs routine searches of and updates to computer records; Issues borrowers cards according to library procedures; Performs routine circulation, reserve and overdue functions; Makes and checks routine arithmetic computations; Answers the telephone and takes messages; Call patrons to deliver messages or information on library materials; Types cards, lists, labels, or short entries on forms.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:
CLERK: None.
TYPIST: None.
LIBRARY CLERK: Graduation from high school or possession of a high school equivalency diploma.

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:

1. SPELLING: These questions test your ability to spell words that are used in written business communications.

2. ALPHABETIZING: These questions test your ability to file material in alphabetical order.

3. 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 percents.

4. 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.

The use of a calculator is recommended. A calculator will be provided for use on this test.

PERFORMANCE TEST: The Typetest performance test has been discontinued, and typing skill is now determined during the probationary period. It is expected that incumbents in the typist class that type at a rate of at least 35 words per minute with at least 96% accuracy at hire would reach a level of acceptable proficiency during the probationary period. The School District bears sole authority in determining if a Typist probationer's typing skill is deemed satisfactory.

CROSS FILER STATEMENT: If you have applied for any other Civil Service examination 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 make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 2 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 the 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. 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.

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 AM to 5:00 PM 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 examination. 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 DETAILS: A nonrefundable application fee 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. This fee may be waived. See the Application Fee Waiver section of this posting for details. 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

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.

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.

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.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 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 may be added after the eligible list has been established.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Glen Cove Civil Service Commission a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

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.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

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 *5/18/04*)

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

Apply now for this examination -- CLICK HERE -- to download application
https://glencoveny.gov/wp-content/uploads/2022/04/Application-for-Examination.pdf