



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 2044 06 25	Provisional Senior Typist
Position Summary:	<p>Lewiston-Porter seeks to fill the following Clerical Position: Twelve (12)-Month, eight (8) hours per day. Placement: Middle School Main Office.</p> <p>Job description for Senior Typist attached. Positions include full benefits, paid time off, New York State Employee Retirement System membership (and district retirement incentive eligibility). Starting wages are commensurate to experience.</p>
Qualifications:	Must meet the minimum qualifications of the attached Niagara County Civil Service job description and eligible to take the required open competitive exam (Clerical II/Senior Typist).
Additional Requirements:	Will be required to take the Niagara County Civil Service Clerical II/Senior Typist exam when offered on August 2, 2025. Position contingent on successful performance on open competitive exam and being reachable (by Civil Service rules) following canvas.
Compensation:	\$18.00 - \$19.00 per hour, commensurate with experience per LPAP current Collective Bargaining Agreement salary schedule.
Application Period:	<p>June 16, 2025 through June 23, 2025</p> <p>Note: Application materials must be received by the close of the business day on June 23, 2025.</p>
Application Procedure:	<p>Submit the following:</p> <ul style="list-style-type: none"> • Letter of Interest • Resume • Non-Instructional and Substitute Teaching Application • Niagara County Civil Service Application <p>Both applications can be found online at www.lew-port.com</p>
Apply to:	<p>Lewiston-Porter Central School District Office of Personnel Office and Human Resources 4061 Creek Road Youngstown, NY 14174</p>
Contact:	<p>Jodee Riordan, Personnel Specialist: 716-286-7242 jriordan@lew-port.com</p>

Lewiston-Porter Central School District
Office of Personnel and Human Resources
4061 Creek Road, Youngstown, NY 14174
Phone: 716-286-7242 Fax: 716-286-7877

DEPARTMENT: MUNICIPALITIES
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 9, 2020

SENIOR TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Typist in the greater difficulty of tasks and a higher level of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types financial reports, statistical data, invoices, vouchers, purchase requisitions, correspondence, meeting minutes, reports and other documents as assigned using a computer keyboard and/or typewriter when necessary;
2. Prepares various reports, computer spreadsheets and/or completes forms requiring the collection of information/data;
3. Sorts, indexes and files correspondence, invoices, requisitions, charts, reports and other office records;
4. Reviews reports and other documents for completeness, accuracy and conformity with established procedures;
5. May assign work, reviews completed work, maintains a record of completed work and instruct new employees in the specialized clerical work of the office;
6. Composes and types routine correspondence;
7. Collects funds and accounts for monies received;
8. Assists in proofreading typewritten and printed material;
9. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
10. Maintains and prepares routine office records including employee time and attendance records;
11. Operates standard office equipment including copier, adding machine, calculator and personal computer;
12. May be assigned more responsible administrative duties when employed in a small department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and equipment; ability to have good clerical computer skills; ability to operate an alpha-numeric keyboard at an acceptable rate of speed and accuracy; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: One (1) year permanent competitive experience as a Typist.

OPEN COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in a business-related field; **OR**
2. Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid office clerical experience.

NOTE: Part-time experience will be pro-rated. Store clerk or cashier experience is not qualifying experience.



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer

(716) 438-4071

CONTINUOUS RECRUITMENT FOR CLERICAL II/SENIOR TYPIST

Examination Open to the Public

County Salary \$22.26 - \$24.79/Hour
Salaries vary within municipalities

Applications are accepted on a continuous recruitment basis and the written exam will be offered in August and February each year. **The next written exam will be held on August 2, 2025.** Candidate applications must be received by **July 17, 2025.** The eligible list resulting from this exam will be used to fill **Clerical II and Senior Typist** vacancies as they occur in agencies under the jurisdiction of Niagara County Civil Service.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. **Your name at that score will remain on the list for a one (1) year period.** Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies. **Candidates may retest every six (6) months.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date your name is placed on the eligible list and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS:

Graduation with an Associate's degree in a business-related field; **OR**

Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.**

NOTE:

1. ****Store clerk or cashier experience is not qualifying experience.** Part-time experience will be pro-rated towards meeting the experience requirement. **"Out-of title" work experience will not be acceptable qualifying experience.**
2. Degrees and/or college credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE NIAGARA COUNTY CLERK'S OFFICE: Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

DUTIES: Performs moderately difficult and varied typing and clerical tasks in accordance with standard procedures and policies. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment in the application of prescribed procedures and methods to routine cases and a general understanding of specific law, office rules, procedures, terminology and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Depending upon the nature of the assignment, work may be completed under direct or general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers by assigning and assisting them in the less complex work of the department or section. This position is distinguished from Clerical I in the greater difficulty of tasks and a higher level of responsibility. Does related work as required.

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

YOUR APPLICATION WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.

FILING DEADLINE FOR
AUGUST 2ND EXAM DATE
JULY 17, 2025

A **non-refundable \$15.00 application fee** is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

NEXT EXAM DATE
AUGUST 2, 2025

ANNOUNCEMENT ISSUED: MARCH 25, 2025

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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 REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

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

1. **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 questions which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
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 percents.

A Guide to Taking the Written Test for *Typist Series Study Guide* is being used for the **Clerical II** examination and is available on the New York State Department of Civil Service website at <http://www.cs.ny.gov/testing/localtestguides.cfm> In addition; a copy of this test guide can also be obtained on our web site www.niagaracounty.com. Candidates are encouraged to visit this website to view or obtain a copy of this publication.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor.

COLLEGE ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary.** *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.*

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES**
Exams/Jobs Portal - <https://nigara-portal.mycivilservice.com/>

Niagara County Civil Service
#C2OC 2508