

**CITY OF LOCKPORT  
MUNICIPAL CIVIL SERVICE COMMISSION  
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

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**OPEN COMPETITIVE EXAMINATION  
FOR:  
ACCOUNT CLERK**

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**LAST DAY FOR FILING:**  
**NOVEMBER 3, 2017**  
Exam No. 0-31

**DATE OF EXAMINATION:**  
**DECEMBER 2, 2017**

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**FILING FEE:** A \$15 filing fee must accompany your application. Checks and money orders are to be made out to the City of Lockport Dept of Civil Service.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport.

**SALARY:** Appointment expected at approximately \$28,500/YEAR.

**RESIDENCY:** Candidates must have been legal residents of Niagara County for at least six (6) months immediately preceding the date of the written exam and must be a resident at the time of appointment for the Lockport City School District.

**DUTIES:** The work involves responsibility for performing clerical duties and utilizing standardized account-keeping practices in maintaining and reviewing financial accounts and records. The work is performed under direct supervision with detailed instructions given for new or difficult assignments. Does related work as required.

**MIN. QUALIFICATIONS:** Candidates must meet one of the following either on or before the date of the written examination:

- (A) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a bookkeeping course; **OR**
- (B) Two (2) years of experience in maintaining financial accounts and records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SUBJECT OF EXAM:** Written examination will cover knowledge, skills and abilities in such areas as:

**1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical 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.

2. **ARITHMETIC COMPUTATION WITHOUT CALCULATORS:** These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may **NOT** use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

3. **ARITHMETIC REASONING:** These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

**CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION**

This written exam is being prepared and rated by the NYS Department of Civil Service in accordance with §23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with rating of exams will apply to this test.