PLEAS POST CONSPICUOUSLY

AN OPEN COMPETITIVE EXAMINATION FOR PARTS CLERK,
EXAM #69-764

FILING FEE: $20.00 NON-REFUNDABLE filing fee for each application submitted. If paying by check or money order, make payable to the Albany City Treasurer. Include exam number and last four (4) digits of your social security number on the check.

TO BE HELD: Saturday, April 25, 2020. Candidates will be notified by email of time and location.

LAST FILING DATE: Applications must be submitted through jobs.albanyny.gov no later than 11:59 p.m. on Wednesday, April 8, 2020.

Computers are available for use in the Human Resources Office at City Hall, Monday to Friday between the hours of 8:30 a.m. and 5:00 p.m.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

VACANCY: List will be used to fill future vacancies as they occur in the jurisdictions covered by the City of Albany Civil Service Commission.

STARTING SALARY: $20.12/hour (per Blue Collar Workers’ Union Contract)

DUTIES OF THE POSITION: The incumbent in this position performs manual work and record keeping related to the receipt, storage, distribution, usage and tracking/inventory of water distribution and transmission materials and supplies at the Water Department. The duties may include moving, lifting and shelving moderately heavy materials and/or tools and equipment. Work is performed under the supervision of a superior; however, the ability to exercise independent judgment is critical. This is highly responsible work involving inventory control and the security of material storage areas. The incumbent is also responsible for maintaining storage areas and making deliveries. May involve supervision over others when necessary.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications by the date of the examination.

Graduation from high school or possession of a high school equivalency diploma and three (3) years fulltime paid experience in storing and maintaining equipment and supplies for water distribution systems or construction, as well as familiarity with basic computer operations, inventory control and item labeling/stocking.

SPECIAL REQUIREMENTS:

A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and night.

A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY WEBSITE: jobs.albanyny.gov
GENERAL INSTRUCTIONS TO APPLICANTS

#1 AGE LIMITS:
Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

#2 APPLICATION FORMS:
Applications can be submitted by visiting jobs.albany.ny.gov
A standard application must be submitted for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

#3 VETERAN'S CREDITS:
For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.
Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion.
Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

#4 TRANSCRIPTS:
Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

#5 ADMISSIONS TO EXAMINATION:
The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.
Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, 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 in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.
Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:
If special arrangements for testing are required, indicate this on your application form.

#7 RATINGS REQUIRED:
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, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

#8 MEDICAL EXAMINATIONS:
Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

#9 ELIGIBLE LISTS:
Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.
Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

#10 CHILDREN OF POLICE/FIREFIGHERS KILLED ON DUTY CREDITS:
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.

FILE YOUR APPLICATION IMMEDIATELY
AN EQUAL OPPORTUNITY EMPLOYER
RESIDENCY REQUIREMENTS
Residency requirements have been suspended for this examination due to recruitment difficulties.

***Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014
Section 62-1 of Chapter 62 of the Code of the City of Albany.
D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

SCOPE OF THE EXAMINATION
There will be a written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

Arithmetic computation with calculator
These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Keeping simple inventory records
These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.
Test guide:

*The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: [https://www.cs.ny.gov/testing/testguides.cfm](https://www.cs.ny.gov/testing/testguides.cfm).*

**NOTE:** Candidates are **RECOMMENDED** to use a quiet, hand-held, solar or battery powered calculator. Devices with typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries or any other similar devices are prohibited.

**YOU WILL NOT BE PERMITTED TO USE THE CALCULATOR FUNCTION OF YOUR CELL PHONE. YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

**CROSS-FILER STATEMENT:** If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, 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 the City of Albany 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.

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 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

**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 dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office. Veteran’s credits can only be added to a passing score on the examination.

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 credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.
APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are:
- Currently unemployed AND primarily responsible for the support of a household OR;
- Determined eligible for Medicaid OR;
- Currently Receiving Supplemental Security Income (SSI) payments OR;
- Currently Receiving Public Assistance (Temporary Assistance for Needy Families TANF or Safety Net Assistance SNA) OR;
- Certified Job Training Partnership/Workforce Investment Act Eligible OR;
- A Veteran discharged under honorable conditions from the Armed Forces or the United States of New York State OR;
- A recent high school graduate or recipient of a general education development (GED) certificate within the last two years AND a City of Albany resident (up to a total of two exams)

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the “Fee Waiver Information” within the fee/payment section of the online application available at jobs.albanyny.gov

FINGERPRINTING REQUIREMENT FOR APPOINTMENT TO CERTAIN POSITIONS:  If appointed on or after September 1, 2013, employees of the Police Department who have access to unencrypted Criminal Justice Information System (CJIS) shall be subject to a state and national fingerprint-based background check for the purpose of a criminal history check.