

OPEN COMPETITIVE EXAMINATION
FOR:
NOTES: SECRETARY I
Lockport City School District

LAST DAY FOR FILING:
November 15, 2019
Exam No. 0-59

DATE OF EXAMINATION:
December 14, 2019

FILING FEE:	A. Submitting the most accurate job applications. 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 Lockport City School District.
SALARY:	Apprenticeship expected at \$29,120/yr.
RESIDENCE:	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.
DUTIES:	The work involves responsibility for performing routine clerical and typing duties requiring a general understanding of law, office rules, procedures, and policies as they relate to the School District. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods to routine work. Employees in this title either work as a secretary to an elementary school or as a secretary to a guidance counselor, or an educational director. Other related work as required.
MIN. QUALIFICATIONS:	Candidates must meet one of the following either on or before the date of the written examination: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience which shall have involved typing, OR Three (3) years of experience which shall have involved typing, or computer experience, OR An equivalent combination of training and experience as defined by the limits of (1) and (2).
SUBJECT OF EXAM:	Written examination will cover knowledge, skills and abilities in such areas as: 1. Spelling These questions test for the ability to spell words that are used in written business communications.

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