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

LAST DAY FOR FILING:
November 15, 2019
Exam No. 9-59

DATE OF EXAMINATION:
December 14, 2019

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 Lockport City School District.

SALARY: Appointment expected at $26,125/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; they relate to the School District. Employees in this class will exercise some independent judgment in the application of prescribed procedures and methods in routine cases. Employees in this title either work as a secretary in an elementary school or as a secretary to a guidance counselor, or an educational director. Does 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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