THE CITY OF BUFFALO IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF BUFFALO

CIVIL SERVICE EXAMINATION

PROMOTIONAL

The City of Buffalo offers online filing. You may complete and submit your application online at the City of Buffalo website: www.city-buffalo.com. Click the "APPLY HERE link and follow the instructions.

Legal Secretary – No. 76682
$39,382 - $45,871
(salaries are subject to change and may vary according to department)

A NON-REFUNDABLE APPLICATION PROCESSING FEE OF $15.00 MUST ACCOMPANY YOUR APPLICATION. CHECK, CASH OR MONEY ORDER. (If using check for payment, your check must clear to complete processing.)
Check with Civil Service office for fee waiver info.

ANTICIPATED VACANCIES: 1

MINIMUM QUALIFICATIONS: **Required education/experience must be clearly described in detail on application. (Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application.)**

Applicant must have continuous and permanent status in the Law Department as a Typist or Account Clerk-Typist for at least two years immediately preceding the date of this examination.

Special Requirement
All applicants must pass a qualifying keyboarding test at the rate of 35 wpm. This test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required.

Points will be added to a successful candidate's score as follows:
SENIORITY.....For Each Year 0. 2
Rating of Seniority is based on the length of continuous and permanent status in the classified civil service up to a maximum of twenty years.

THIS EXAM IS BEING OFFERED ON AN OPEN COMPETITIVE & PROMOTIONAL BASIS

NOTE: The use of a hand-held, battery- or solar- powered calculator is RECOMMENDED for this exam. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are **prohibited.** You may not bring books or other reference material. Cell phones and any other electronic devices are also prohibited.

FINAL FILING DATE	EXAMINATION DATE
December 9, 2016	**January 21, 2017**

(11/9/16)

SUBJECT OF EXAMINATION - Written Test.....Relative Weight 100%
Keyboarding (35 wpm).....Qualifying

EXAMINATION WILL TEST FOR KNOWLEDGE, SKILLS AND/OR ABILITIES IN SUCH AREAS AS:

1.) Grammar/Usage/Punctuation
2.) Keyboarding practices
3.) Legal terminology, documents and forms
4.) Office practices
5.) Office record keeping
6.) Spelling

GENERAL INFORMATION

ELIGIBLE LIST: The term of the eligible list resulting from this examination will be one year and may be extended up to four years. Candidates will be ranked on the resulting eligible list in the order of their final ratings, with the name of the candidates with the highest final rating at the head of such list.

SALARY: The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Department of Human Resources and vacancies may, therefore, be filled at a higher or lower salary than the announced salary.

APPLICATIONS: Applications may be obtained at the office of the Department of Human Resources, Room 1001 City Hall, Buffalo, N. Y. Applications must be filed within the filing period on any business day before 4:00 p.m. in Room 1001 City Hall. The Commissioner of Human Resources reserves the right to accept applications for an examination subsequent to the filing period but prior to the date of the examination for an adequate reason. Notice to report for the test will be mailed to you prior to the examination date. Call this office if you have not received your notice three (3) days before the date of the test.

MEDICAL EXAMINATION: After receiving an offer of employment, candidates may be required to pass such medical examination(s) and must be certified as qualified to perform the essential functions of the position for which he/she is to be employed.

VETERANS: If you are entitled to Veteran's credits, you should claim these credits when you file your application (and attach a copy of your DD214 military discharge), but you have an option to waive them any time prior to appointment. Be sure you enter all information regarding your claim as required on the application regardless of whether or not you have previously established your claim for such credits with a local civil service agency or the New York State Department of Civil Service. If you have previously used these credits for permanent appointment to a civil service position, you may *not* claim them again.

SATURDAY RELIGIOUS OBSERVERS – PERSONS WITH DISABILITIES: If special arrangements for testing are required, please file a supplemental form with your application. These forms can be obtained at Room 1001 City Hall upon request.
In accordance with State Law and Section 504 of the Federal Rehabilitation Act of 1973, as amended, the City of Buffalo does not discriminate against persons with disabilities in access to employment, during employment, or in any of its programs and activities.

NOTICE: Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the City of Buffalo.

Applicants who lack thirty (30) days or less than the required One (1) year of permanent status in the title or grade may be admitted to the examination upon the discretion of the Commissioner of Human Resources.

Note: Fingerprints are sometimes required at the time of appointment; when required, a fee must be paid by the appointee.
This announcement is being issued and the examination will be held in compliance with the New York State Civil Service Law and the Rules and Regulations of the Department of Human Resources/Civil Service Administration.

RESIDENCE: A promotion shall not become permanent unless and until an individual satisfies the requirements adopted by his/her employer relative to residence.

CHANGE OF ADDRESS: Change of address notification must be made IN WRITING to the Department of Human Resources/Civil Service Administration. Please include name, previous address, new address, social security number and title of exam(s).

EXAMPLES OF WORK (Illustrative Only):

Transcribes dictation from various sources incident to and types legal pleadings, documents and papers concerning personal injury lawsuits, labor matters, real estate matters, deeds, collections and other legal actions and proceedings as required;
Transcribes dictation from various sources incident to and types local laws, ordinances, resolutions, opinions, reports, contracts, briefs and other legal documents, correspondence and papers;
Proofreads such documents including the checking of citations in original reference for accuracy and completeness;
Transcribes proceedings from tape recorder of hearings, meetings and conferences within the department;
Prepares papers for judicial and administrative proceedings;
Performs a variety of general clerical and legal secretarial duties of corresponding degree of difficulty;
May be required to assist in telephone and receptionist duties as needed;
Performs related work as required.

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EXPANDED SUBTEST DESCRIPTION:

1. Grammar/Usage/Punctuation - The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

2. Keyboarding practices – These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

3. Legal terminology, documents and forms – These questions test for the ability to recognize definitions of specific common legal terms or the term which fits a certain description. The questions are presented in various forms such as simple definitions, examples of terminology, and the use of this terminology within documents and forms related to the legal field.

4. Office practices – These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which typists, stenographers, secretaries, and office assistants encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

5. Office record keeping – These questions test your ability to perform common office 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. **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.**

6. Spelling – These questions test for the ability to spell words that are used in written business communications.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

This written exam is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, and the provisions of the N.Y.S. Civil service Rules and Regulations dealing with the rating and review of exams apply. (If not attached, expanded subtest descriptions may be obtained from the Civil Service office, Room 1001 City Hall.)

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(The eligible list resulting from this exam may be used to fill comparable positions.)

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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 day 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 site.** All examinations for positions in State government will be held at a State examination center.

LOCAL GOVERNMENT EXAMS – notify each civil service agency to make arrangements no later than two weeks before the test date. You must notify each agency with whom you have filed. For this information, notify the **Department of Human Resources, Division of Civil Service, Room 1001 City Hall, Buffalo, New York 14202 or call or come to the office**

IMPORTANT INFORMATION REGARDING WEATHER CONDITIONS ON THE DAY OF THE EXAMINATION - In the event of severe weather conditions on the day of the examination, please listen to the following radio/tv stations for postponement or delay in the starting time of the administration of the examination: WBEN 550, WGR 930, WWW 1400, WWKB 1520 AM RADIO, WKSE 98.5, WLKK 102.5, WTSS 107.7-FM RADIO OR WIVB-TV (CH. 4) If no such announcement is made, you must presume that the examination will be administered as scheduled.

IMPORTANT INFORMATION FOR USE OF VETERAN'S CREDITS
If you are currently serving on active duty in the Armed Forces of the United States, you may apply for veteran's credits. These veteran's credits shall be granted on a conditional basis at time of establishment of the eligible list. You will be restricted from certification using these credits until you have received an honorable discharge or release under honorable conditions. Your **DD214** must be presented as proof of service during war time, before you can be certified for appointment from the eligible list using these credits.

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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.

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NOTICE TO EXAM PARTICIPANTS

Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty
(New Section 85-a, NYS Civil Service Law, effective 9/17/02)
On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on civil service examinations for children of firefighters and police officers killed in the line of duty. This law is to take effect immediately.
"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."
Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.
Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

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Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003).
For more information, check with the Department of Human Resources, Civil Service office.