



## CITY OF TONAWANDA CIVIL SERVICE COMMISSION

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William Sheldon, Chairperson

Jeff Brzyski, Commissioner

Jan Bodie, Commissioner

Monica Ljiljanich, Secretary to Commission

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### THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN COMPETITIVE EXAMINATION

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## ASSESSOR'S AIDE

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No. 65329

Starting Salary Range: \$37,578.00-\$41,338.00

**DATE OF EXAMINATION: November 3, 2018**

**LAST DATE TO FILE APPLICATION: October 2, 2018**

**APPLICATION FEE:** There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

**RESIDENCY REQUIREMENT:** There is no residency requirement for this exam. Preference in appointment may be given to City of Tonawanda residents. (Pursuant to subdivision 4-a of Section 23 of the Civil Service Law and the City Code of Ordinances, an eligible must have been, at the time of certification for appointment and for at least one month prior thereto, a resident of such municipality.)

**MINIMUM QUALIFICATIONS:**

- A) High School diploma or possession of equivalency diploma **AND** two (2) years clerical experience working with real property assessment records, real estate values or title searching techniques; **OR**
- B) Graduation from regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in Business Administration or related field.

**GENERAL STATEMENT OF DUTIES:** Performs a variety of clerical tasks in assisting the Assessor with collecting, processing and recording data on individual properties for taxation.

**SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:**

**1. 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.

**2. 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.

**3. Operations with Letters and Numbers**

These questions test for skills and abilities in 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 number.

#### **4. Public contact principles and practices**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

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: <https://www.cs.ny.gov/testing/testguides.cfm>

**Use of calculators is ALLOWED.**

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government **AND** subsequent to such use, he/she was determined by the United States Department of Veteran's Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

**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.

This exam will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, 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 make arrangements to take all your examinations at the State examination center by turning in a Cross-file form that can be found on our website. If you have applied for other local government examinations, please turn in a Cross-file form with your application to both locations. You must make your request for these arrangements no later than 2 weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Civil Service Commission as soon as possible before the test date.

The City of Tonawanda is an equal opportunity employer. Candidates will be notified of examination time and location by letter. Applications are available at the Civil Service Office located at 200 Niagara Street, Tonawanda, NY 14150, or online at <http://www.tonawandacity.com>.