

**CITY OF LOCKPORT  
MUNICIPAL CIVIL SERVICE COMMISSION  
MUNICIPAL BUILDING    ONE LOCKS PLAZA    LOCKPORT, NEW YORK**

**OPEN COMPETITIVE EXAMINATION  
FOR:  
ACCOUNT CLERK  
LOCKPORT CITY SCHOOLS DISTRICT**

**LAST DAY FOR FILING:  
SEPTEMBER 24, 2022  
Exam No. C-22**

**DATE OF EXAMINATION:  
OCTOBER 21, 2022**

<b><u>FILING FEE:</u></b>	A \$25 filing fee must accompany your application. Checks and money orders are to be made payable to the City of Lockport Dept of Civil Service.
<b><u>VACANCIES:</u></b>	The number not established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport.
<b><u>SALARY:</u></b>	Appointment expected at approximately \$34,100/yr.
<b><u>RESIDENCE:</u></b>	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 for the Lockport City School District.
<b><u>DUTIES:</u></b>	The work involves responsibility for performing clerical duties and utilizing standardized account-keeping practices in maintaining and recording financial accounts and records. The work is performed under direct supervision with detailed instructions given for more or difficult assignments. Some related work is required.
<b><u>MIN. QUALIFICATIONS:</u></b>	Candidates must meet one of the following either on or before the date of the written examination:  (A) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a bookkeeping course; OR (B) Two (2) years of experience in maintaining financial accounts and records; OR (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).
<b><u>SUBJECT OF EXAM:</u></b>	Written examination will cover knowledge, skills and abilities in such areas as:  <b><u>1. OPERATIONS WITH LETTERS AND NUMBERS:</u></b> These questions test your 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 numbers.

# Ny State Account Clerk Civil Service Exam

**AW Rasmussen**



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