



# City of Oswego

## Personnel Department

13 West Oneida Street Oswego NY 13126

Phone: 315-342-8159 • Fax: 315-342-8248

[www.oswegony.org](http://www.oswegony.org)

## Examination Announcement

### BENEFITS CLERK

EXAMINATION NUMBER:	61-111 (OPEN-COMPETITIVE) Open to everyone
LAST FILING DATE:	NOVEMBER 29, 2018 (Applications will <b>NOT</b> be accepted after this date)
EXAMINATION DATE:	JANUARY 5, 2019
EXAM FEE:	\$15.00 (NON-REFUNDABLE)

**PAY RATE:** \$33,440

**FILING FEES:** A non-refundable fee of \$15.00 is required for **each** separate examination for which you apply. The required fee must accompany your application. Cash, Credit card (processing fees will be added), check or money order are acceptable. Write the name and number of the exam(s) on your check or money order made **payable to the City of Oswego** and submit with your application. A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for this position. You should file an application only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified or fail to appear.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** The Request for Application Fee Waiver form is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling 342-8159.

**HONORABLY DISCHARGED VETERANS FEE WAIVER:** Honorably Discharged Veterans may have the application fee waived by completing a fee waiver form and attaching a copy of their DD-214 showing their Character of Service. The Application Fee Waiver Request Form for Honorably Discharged Veterans is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling (315)342-8159.

**VACANCIES:** A single eligible list will be established as a result of this examination and will be used to fill future vacancies as they occur in the Oswego City School District.

**POSITION SYNOPSIS:** Involves responsibility for performing complex/specialized and clerical duties pertaining to district personnel and business matters and employee benefits coordination. Employee benefits coordination clerical duties are within the following areas: dental, health, disability, life, unemployment, workers' compensation, and Medicare insurance; as well as the employee assistance program, flexible benefits, COBRA, and retirement benefits. Work is performed under the direct supervision of the Executive Director of Secondary Education and Personnel. Work will also be performed within the business office area.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this examination.

**CROSS-FILING:** 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 notify the City of Oswego Personnel Department of your intent to take both a STATE and LOCAL government examination. When taking both a STATE and LOCAL examination you will be required to take all your examinations at the STATE examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than TWO weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**APPLICATION DEADLINE POLICY:** Applications/exam fees must be submitted to the City of Oswego Personnel Department before close of business at 5:00pm on the last filing date listed on the examination announcement. Applications received via U.S. mail will be accepted only if postmarked on or before the last filing date. Applications received through inter-office mail or via facsimile after the last filing date will not be accepted.

**MINIMUM QUALIFICATIONS:** *(Candidates must meet the following requirements) EITHER:*

A) Possession of a High School Diploma or GED and one year full time or its part time equivalent of clerical experience involving employee benefits;

OR

B) Two years full time or its part time equivalent clerical experience involving employee benefits

NOTE: An Associates Degree may be substituted for one (1) year of experience.

All applicants for City of Oswego Civil Service examinations are required to meet the minimum qualifications stated on the examination announcements.

Effective March 12, 2010, the City of Oswego's tolerance policy for experience is as follows:

One month of tolerance will be allowed for each required year of experience up to a maximum of three months.

This policy will apply for all examinations held after March 12, 2010.

**SCOPE OF EXAMINATION:**

Written test will cover knowledge, skills and/or abilities in such areas as:

1. 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.

2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. 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.

#### 4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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 are **ALLOWED**.

OSWEGO CITY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER  
AND ALL INTERESTED PERSONS ARE INVITED TO APPLY FOR THESE EXAMINATIONS

ISSUED: October 1, 2018

*Nancy C. Sterio*

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Personnel Director

