CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 205 Watertown, New York 13601

www.watertown-ny.gov

Issued: October 17, 2026

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

TYPIST

EXAM # 121926-05

FILING FEE: **$15.00 non-refundable fee.** Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are only accepted through the online employment portal. See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **December 19, 2026**

LAST FILING DATE: Applications must be **received** no later than **Thursday, November 12, 2026.**

FILING DEADLINE: All applications and filing fees must be received in the Civil Service Office no later than 11:59 pm on the filing date deadline. Postmarked mail will not be accepted if received after the filing deadline. Please do not mail applications unless you know they will be received by the deadline. The City is not responsible for applications received via mail after the filing deadline.

VACANCIES: The list will be used to fill vacancies as they occur in the Watertown City School District.

SALARY: **$15.50 per hour**

RESIDENCY REQUIREMENT: There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII(1) of the Municipal Civil Service Rules for the City of Watertown. To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.

DUTIES OF THE POSITION: This is an entry-level class involving the performance of a variety of systematized clerical tasks. A substantial amount of time is spent using a typewriter, word processor, or personal computer to type forms, routine correspondence, transcripts, invoices, vouchers, payroll records, time cards, and a variety of other material. Work is typically transcribed from a dictaphone or longhand copy. Positions in this class are supervised by a higher-level position by personal observation, review of work in progress or upon completion, and review of production records and reports. Detailed instructions are given for new or unusual assignments or procedures. **A complete job description is available from the office of the Civil Service Commission.**

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; OR

(B) One (1) year of clerical experience; which shall have involved typing; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SCOPE OF EXAMINATION: There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

1. **Spelling:** These questions test your ability to spell words that are used in written business communications.
2. **Alphabetizing:** These questions test your ability to file material in alphabetical order.
3. **Clerical Operations with Letters and Numbers:** These questions test your skills and abilities in clerical operations involving 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.

CALCULATORS: Unless otherwise notified, candidates are **permitted** to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, address books, language translators, dictionaries or any similar devices are prohibited.

GENERAL INFORMATION FOR CANDIDATES

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. A copy of this test guide and other related information is available on the State's web site at https://www.cs.ny.gov/testing/testguides.cfm . In addition, a copy of the test guide can be obtained at the office of the Watertown Civil Service Commission or by calling 315-785-7733.

HOW TO APPLY: ➔ Online Visit: https://watertown-portal.mycivilservice.com/jobopps to apply to current exams. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination.

APPLICATION FEE: * A NON-REFUNDABLE APPLICATION FEE OF $15 MUST ACCOMPANY YOUR APPLICATION* Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are accepted for online payments. See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment**.**

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 addition ten (10) 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SPECIAL TEST DATE ACCOMMODATIONS: Please see the last page of the application for further information.

SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: 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 Watertown Civil Service Commission as soon as possible before the test date.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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 take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service commission.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply tot his examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THE CIVIL SERVICE OFFICE AT 315-785-7733 WITH ANY QUESTIONS.
BE SURE TO FILE YOUR APPLICATION PROMPTLY. THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: **www.watertown-ny.gov**