

Examination: Typist — Open-Competitive/Decentralized, Exam #2026-03

**City of Mount Vernon
Municipal Civil Service Commission**

One Roosevelt Square, Room 103
Mount Vernon, New York 10550
[\(914\) 665-2357](tel:9146652357) or 59

Joan K. Battle
President

P. Rosamonda
Administrator

Examination

Typist

Open-Competitive/Decentralized — Exam #2026-03

Date of examination: Saturday, September 19, 2026

Place of examination: To be announced @ 8:30 a.m.

Application closing date: August 20, 2026 @ 4:00pm — no exceptions

Salary range: \$40,254.00 - \$56,895.00 (12 Months — B/E 2026 salary)

The eligible list established from these examinations will be used to fill appropriate vacancies in the City of Mount Vernon City School District.

Residency Requirements

Candidates must be residents of Westchester County for not less than one year immediately preceding the date of the written examination and continuously up to and including the date of appointment.

Acceptable Experience and Training for Examination

(A) Graduation from high school or possession of an equivalency diploma recognized by the New York State Department of Education or supplemented by a course in typing and computers; PLUS

(B) One year of experience in office work which shall have included clerical work and working on a computer.

Note: For appointment from the resulting eligible list, applicants with a foreign high school diploma must submit a course by course evaluation of their educational credentials. You must pay the required evaluation fee. Evaluations will be accepted from services such as: World Education Services, Inc., P.O. Box 5087, New York, NY 10274 — [212-966-6311](tel:2129666311), Globe Language Services, Inc. 319 Broadway #200, New York, NY 10027, [212-227-1994](tel:2122271994), or International Education Research Foundation, Inc. P.O. Box 3665, Culver City, CA. 90231.

Required Knowledge, Skills and Abilities

Good knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; ability to write legibly; ability to type from clean copy or rough draft at a minimum acceptable rate of 35 words per minute on a typewriter or personal computer; clerical aptitude; ability to get along well with others; tact and courtesy and physical condition commensurate with the demands of the position.

Examples of Work

Communicates orally and in writing and can prepare final documents; types forms, form letters, invoices, resolutions, vouchers, records, reports and index cards and similar materials; transcribes longhand copy; relieves switchboard operator; addresses envelopes on a typewriter or computer; sorts correspondence, vouchers and similar materials; acts as receptionist, directing calls to the proper person or office; operates all office machine.

Subjects of Examination

The written test will cover knowledge, skills and/or abilities in the following areas:

1. Spelling;
2. Alphabetizing;
3. Clerical operations with letters and numbers.

Expanded Scope Statement

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 Are Permitted for This Examination

Calculators are permitted for this examination: devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language transistors, dictionaries or any similar devices are prohibited.

Application Fee

Application fee: A \$25.00 non-refundable filing fee is required for this examination. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only money orders will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. Cash or checks will not be accepted. Because no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission.

For applications go to the Civil Service office Monday through Friday, 8:30 am to 4:30 pm or send a stamped self-addressed legal-sized envelope to the Civil Service Commission, Room 103, City Hall, 1 Roosevelt Square, Mt. Vernon, New York 10550. You may also obtain applications from our website at www.cmvny.com. **All applications must be returned to the Civil Service Office with your filing fee. Applications received via mail will not be accepted if postmarked after the closing date deadline of August 20, 2026.**

Fee Waiver Information

Fee waiver information: A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

Any applicant wishing to claim veteran's credits must do so at the time of filing his/her application. You must submit form MSB-332 VP-1 along with your DD214 (Discharge).

Special Request for Make-Up Exam Due to Active Military Duty

Special request for make-up exam due to active military duty: A make-up test will be available for written and performance test for person who is in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of military order, DD214, or other official military document that substantiates active military service prior to the make-up test.

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/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.

Religious Observers and Disabled Persons

Religious observers and disabled persons: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

Alternate Test Date Policy

Alternate test date policy: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address.

No attempt will be made to locate candidates who have moved.