

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

**CONTINUOUS RECRUITMENT
OPEN COMPETITIVE EXAMINATION**

SENIOR TYPIST # 163

**EXAMINATION DATES TO BE DETERMINED BY
ALLEGANY COUNTY HUMAN RESOURCE/CIVIL SERVICE DEPARTMENT**

DISTINGUISHING FEATURES OF THE CLASS: This is varied clerical work requiring ability to type. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy and/or operate a computer terminal to enter data for record keeping purposes. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in clerical work which shall have involved typing; or,
- (b) Two years of satisfactory full-time paid experience which shall have included typing;
- (c) An equivalent combination of training and experience as outlined in (a) and (b) above.

PROMOTIONAL QUALIFICATIONS: Employees with at least 12 months continuous permanent competitive class status in a lower grade clerical title immediately preceding the date of the examination in a jurisdiction whose Civil Service is administered by the Allegany County Department of Human Resource/Civil Service.

RESIDENCY: Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County or the jurisdiction in which appointment is to be made.

VACANCY: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Allegany County Departments, towns, villages, special districts and school districts under the jurisdiction of the Allegany County Human Resource/Civil Service Department.

SALARY: Varies by municipality.

APPLICATION FORMS for this examination are accepted continuously and may be obtained from, and must be filed with, the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.com> ; however, e-mail or faxed applications are not accepted.

APPLICATION FEE: In accordance with Civil Service Law Sect. 50, this Civil Service Department will be collecting a fee of \$10.00 from examination applicants for each separate open-competitive examination for which they apply. The \$10.00 fee applies to this examination. The required \$10.00 fee must accompany your application and must be in the form of either cash (exact amount only) or money order payable to the Allegany County Treasurer. Write the number of the examination and your Social Security Number on your money order. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and 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 or receiving Supplemental Security Income payment 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. Contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by admission card 7 to 10 days prior to the examination, when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (585) 268-9212.

NOTE: You must bring identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature.

SATURDAY SABBATH OBSERVERS, DISABLED PERSONS, AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form.

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

1. **SPELLING** – These questions are designed to test the candidate's ability to spell words that office employees encounter in their daily work.
2. **ENGLISH GRAMMAR AND USAGE/PUNCTUATION** – The English grammar and usage questions are designed to test the candidate's ability to apply the basic rules of English grammar, usage, and sentence structure. The punctuation questions will be designed to test the candidate's knowledge of appropriate punctuation marks and their correct placement in sentences.
3. **OFFICE PRACTICES** – These questions are designed to test the candidate's knowledge of generally agreed upon practices governing situations which secretaries, stenographers, and typists are likely to encounter in their work as well as their knowledge of how office work could be accomplished within reasonable limits of time, effort and cost. The topics covered may include, but will not be limited to, such issues as designing work flow, setting priorities, dealing effectively with staff and visitors, filing and retrieving information, using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants," "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

WRITTEN RETEST POLICY: Candidates must wait 6 months between retests of this written examination.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written test and performance test to be considered for appointment. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. The test is five minutes long and preceded by a three-minute practice session. In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is 7.

PERFORMANCE TEST WAIVER POLICY:

- A. If a candidate has already passed a 35 word per minute or higher typing test administered by Allegany County, any municipal civil service agency in New York State, the New York State Department of Labor, the New York State Department of Civil Service or an accredited educational institution within one year of the date of the written test, the typing performance test may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the typing test, the test date and the passing speed.
- B. If a candidate is employed in a public agency or jurisdiction served by the Allegany County Personnel Officer and presently holds permanent or contingent permanent competitive status in a title for which passing of a performance test in typing at 35 words per minutes or higher was required for appointment, the performance test may be waived.

PERFORMANCE RETEST POLICY: A candidate may be retested for the typing performance exam no sooner than thirty (30) days after failing the first performance test. A candidate is allowed to retest one (1) time after his/her original performance test. If the candidate has not passed the typing performance exam within 90 days of taking the written exam, the candidate will have to re-file for and take the written examination.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in accordance with the requirements of the New York State Civil Service Department. The names of qualified candidates will remain on the eligible list for one year.

Where a vacancy exists for Senior Typist, preference in certification from the Promotional eligible list will be given to candidates employed in the department or jurisdiction where the vacancy exists. Those candidates who qualify for the promotion exam may also file an application for the open-competitive exam in order to be considered for vacancies in other departments or jurisdictions. The open competitive eligible list will be certified after the promotional list has been exhausted.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADDITIONAL INFORMATION FOR CANDIDATES: For free copies of the booklets, "A Guide to Taking the Written Test for Senior Typist Series" and "Civil Service Examination – How to Take a Written Test," call/write the Allegany County Personnel/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212 or you can download the publications from the Allegany County Human Resource/Civil Service Department's website (<http://www.alleganyco.com>).