

OSWEGO COUNTY



DEPARTMENT OF PERSONNEL
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8367 + FAX: (315) 349-8254
oswegocounty.com/personnel

EXAMINATION ANNOUNCEMENT

SENIOR TYPIST

EXAMINATION NUMBER: 11048 (Open to the Public)
11049 (Promotional Open to County and School District Employees Only)

EXAMINATION DATE: Saturday, March 12, 2011

LAST FILING DATE: Wednesday, February 9, 2011 (Applications will **NOT** be accepted after this date)

EXAM FEE: \$15.00 (**CHECK OR MONEY ORDER ONLY**) (**FEE IS NON-REFUNDABLE**)

PAY RATE: County 2010 rate: \$13.57 per hour. Varies in other jurisdictions.

JOB DESCRIPTION: This work involves the performance of moderately difficult duties involving keyboarding on a typewriter, word processor, microcomputer or mainframe computer terminal to prepare correspondence and enter data into databases. The work is performed under the general supervision of a higher-level employee permitting the exercise of independent judgment in carrying out details of the work. Depending on the agency assignment, an incumbent may function as secretary to a department head. Specific instructions may be given for new or unusual assignments. Supervision may be exercised over the work of clerical employees depending on work assignments and office staffing pattern. The incumbent does related work as required.

OPEN-COMPETITIVE RESIDENCY REQUIREMENTS AND VACANCIES: Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam. Candidates who live outside Oswego County but within an Oswego County school district may apply to take the exam only for positions within their school district. Since the eligible list resulting from this exam will be used to fill vacancies in county departments, towns, villages and school districts under the jurisdiction of the Oswego County Director of Personnel, candidates who live outside the county may be certified only for positions within their respective school districts. Preference in appointment may be given to residents of the town, village, or school district where the vacancy occurs. The promotional list will be certified **prior** to the open-competitive list when filling vacancies for this title. **NOTE:** The cities of Fulton and Oswego and their school districts are **not** under the jurisdiction of the Oswego County Director of Personnel.

OPEN-COMPETITIVE MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of an equivalency diploma and two (2) years of experience in a clerical position involving keyboarding (typing); **OR**
- Completion of 60 semester credit hours at a regionally accredited or NYS registered college or university which must have included at least twelve (12) credit hours in secretarial science; **OR**
- Three (3) years of clerical experience which involved keyboarding (typing); **OR**
- An equivalent combination of training and experience as defined by the limits of "A," "B," and "C" above.

NOTE: Please indicate typing/keyboarding course taken or amount of typing experience on your application.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed for 12 months in a competitive class or 55-a position on or before the date of the exam, either in an Oswego County Department clerical position grade four (4) or below or in an Oswego County town, village or school district clerical position. Preference in appointment will be given to employees in the department where the vacancy occurs.

PROMOTIONAL VACANCIES: The eligible list resulting from this exam will be used to fill vacancies as they occur. Candidates will be certified only for positions in their current jurisdiction. Promotional candidates who wish to be eligible for positions in other jurisdictions should also apply to take the exam on an open-competitive basis.

SENIORITY CREDITS: Rating of seniority is based on the length of permanent, continuous, competitive class, civil service status up to a maximum of twenty years. Seniority credits of 0.2 per year will be added to an eligible score.

SCOPE OF THE WRITTEN EXAM: The exam will consist of two parts: a written test and a typing performance test (will be held at a later date). The written test takes up to 3 ½ hours and will cover knowledge, skills, and/or abilities in such areas as:

- 1. Spelling:** These questions test for the ability to spell words that are used in written business communications.
- 2. Grammar, Usage, Punctuation:** The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.
- 3. Keyboarding Practices:** These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
- 4. Office Record Keeping:** These questions evaluate 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.
- 5. Office Practices:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations when stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

Use of a calculator is **PERMITTED** for this exam.

TEST GUIDE: The New York State Department of Civil Service has published a Senior Stenographer/Senior Typist Series Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at <http://www.cs.state.ny.us/testing/localtestguides.cfm>. In addition, a copy of this Test Guide is available upon request from the Oswego County Department of Personnel or may be downloaded from the web at <http://www.oswegocounty.com/personnel/studyguides.html>.

PERFORMANCE TEST: Candidates successful on the written test must also pass a qualifying (pass/fail) typing performance test at the rate of (40) words per minute. Performance tests may be administered at a later date. Candidates who fail the performance test will be permitted one retest given on the same day as the original performance test.

WAIVERS: The typing performance test may be waived for candidates who have passed a typing test at the rate of 40 words per minute. A civil service agency, recognized school, training program or employment agency must have administered the performance test within four (4) years of the written exam date. Documentation from an agency other than Oswego County must be made on the agency's official letterhead and include exam date, qualifying speed, and error rate. Waivers must be submitted within 14 days of the written exam date. **Please Note:** Candidates who are permanently employed in an agency under the jurisdiction of Oswego County in a position that required a typing performance test, may waive this performance test. "Performance Test Waiver Request" forms will be available at the test site or upon request from the Department of Personnel.

CONTINUOUS RECRUITMENT: Applications are accepted continuously with exams being given as needed. When an exam date is announced, applications for that date must be filed no later than the announced last filing date. The Department of Personnel reserves the right to terminate this special recruitment program at any time. Review of questions or appeal of ratings will not be allowed, as the opportunity for retest exists. Candidates may reapply to retake the written test (6) six months after the date of their last written test.

ELIGIBLE LISTS: Successful candidates in this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the examination. The names of qualified candidates will remain on the eligible list for a minimum of one (1) year.

EXAM 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. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** 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 admission and file only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified or fail to appear.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free (877) 697-5627 (press 2, then press 1) no later than two weeks before the test date.
- If you have applied for multiple Local exams 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. For Oswego County examinations complete a "[Cross Filer Notification](#)" form, available at the Oswego County Department of Personnel or online at <http://oswegocounty.com/personnel/forms.html>, and send to Oswego County Department of Personnel, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or

call (315) 349-8367. If you are taking multiple exams on the same date with the Oswego County Personnel Department only, you do not have to file a cross filer form.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Department of Personnel before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail or via facsimile after the last file date will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: December 21, 2010
Carol N. Alnutt
Director of Personnel

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Department of Personnel, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling 349-8367, or on the web at <http://www.oswegocounty.com/personnel>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call 349-8367.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Department of Personnel.
10. Military Service members on active duty on the exam date may request a military makeup exam, call 349-8367. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test.
14. This examination 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 exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. 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.