

WAYNE COUNTY CIVIL SERVICE – HUMAN RESOURCE DEPARTMENT

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

Continuous Recruitment Program For SENIOR TYPIST / SENIOR CLERK-TYPIST # 2012-2

EXAM DATE: Saturday, March 3, 2012

LAST FILING DATE: February 3, 2012

Calculators are recommended for this exam.

\$ 5.00 (Non-refundable) Must be submitted with completed application

APPLICANTS MUST BE A RESIDENT OF WAYNE COUNTY FOR AT LEAST ONE MONTH PRIOR TO EXAMINATION

POSITIONS: The eligible list will be used to fill vacancies as they occur in all Wayne County Departments, Towns, Villages and School Districts and special districts

SALARY: Varies with each district. 2012 County Hire Rate: \$ 15.45 hourly

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing; or four years of clerical experience which shall have involved typing; or an equivalent combination of experience and/or training as outlined above. **Note:** Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of word processing equipment to receive an appointment to a position where such skills are a pre-requisite to the satisfactory performance of the work.

DUTIES: Performance moderately difficult clerical work involving the full-time or substantial part-time operation of a typewriter; does related work as required.

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

- **SPELLING:** These questions test for the ability to spell words that are used in written business communication.
- **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.
- **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.
- **OFFICE RECORD KEEPING:** These questions to 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.
- **OFFICE PRACTICES:** These questions test for a knowledge of generally agreed upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of 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.

A Guide to Taking the Written test for Sr. Clerk Typist is available on our web site, www.co.wayne.ny.us. Select the Human Resource Department for information. The guide is also available upon request. You may either pick up a copy or send a self-addressed envelope to the Wayne County Human Resource Office w/letter requesting the guide.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the performance test in typing. The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 35 words per minute.

Waiver Policy: If a candidate has already passed a 35 word per minute or higher typing test administered by Wayne County Civil Service Personnel within one year of the date of the written test, the typing performance test will be waived. If a candidate is employed by Wayne County or a public agency or jurisdiction served by Wayne County Civil Service-Personnel Office and presently hold permanent or contingent permanent competitive status in a title for which passing of a performance test - typing at 35 words per minute or higher was required for appointment, the performance test may be waived.

Continued over

CALCULATORS RECOMMENDED: It is recommended that calculators be used for this examination. Candidates are permitted to use quiet handheld, 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.

The written examination is being prepared by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with rating of examinations will apply to this written examination.

RETEST: A candidate may not be tested more often than once every six months on the written test. Candidates may not be tested more than once with the same form of test booklet. The waiting period for retest applies whether the candidate passed or failed.

Retest is possible on performance tests. If a candidate fails a performance test he/she will have the opportunity for retest without retaking the written test. There will be a thirty- (30) day waiting period of retest without retaking the written test. Candidates must request in writing an appointment for retest, in no case can a candidate be tested more than once with the same form of a performance test. A candidate can be tested four times per year on the performance test. A candidate does not qualify on the performance test he/she will have to reapply for the written test. Once qualified on the performance their name will be placed on an eligible list.

AN EQUAL OPPORTUNITY EMPLOYER - SEE FURTHER INSTRUCTIONS

Issued 12/29/11

IMPORTANT INFORMATION

RESIDENCY: Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. A municipality or district may exercise its right under **Section 23-4a of Civil Service Law** to request a certification of eligible candidates who have been residents of that municipality or district for at least **30 days** prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.

APPLICATION: Applications are available from the **Wayne County Civil Service Personnel Office**, 26 Church Street, Lyons, NY 14489, Monday-Friday 9:00 a.m. - 5:00 p.m. The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.

APPLICATION FILING FEE: A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**

ADMISSION LETTER: Approved candidates will receive an "Admission Letter" by mail at least **10** days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". Disqualified candidates will be sent a notice of disqualification.

MULTIPLE COUNTY EXAMS AND CROSS FILERS: If you have applied for both STATE and LOCAL government examinations you must make arrangements to take all your examinations at the STATE examination center no later than two weeks before the test date.

If you have applied for other local government examinations, 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 examination. You must notify all local government agencies with whom you have filed and application of the test site at which you wish to take your examination.

RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following day).

VETERANS' PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214**. In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited.

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 and additional ten 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 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.

PROMOTIONAL EXAMINATIONS: SENIORITY POINTS will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.