

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

Announces

OPEN COMPETITIVE EXAMINATION

**For
SENIOR TYPIST**

LAST FILING DATE: May 2, 2018

EXAMINATION DATE: June 2, 2018

LOCAL NO. 364

**NON-REFUNDABLE \$7.50 APPLICATION FEE REQUIRED
(CHECK OR MONEY ORDER ONLY – NO CASH)**

LOCATION/VACANCIES: This examination is being held to establish an eligible list to fill present and future vacancies that may exist or occur in any district served by Warren County Civil Service. A promotion examination is also being held and the eligible list resulting from that examination will be used to fill vacancies first.

RESIDENCY: Candidate must have been a legal resident of Warren County or a contiguous county (Essex, Hamilton, Saratoga, Warren) for at least four months immediately preceding the date of the exam. Preference in appointment may be given to those candidates who reside in the district or municipality where the vacancy occurs.

SALARY: Varies by Agency.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience in a clerical position involving the operation of a word processor, computer keyboard, or typewriter.

DUTIES: (illustrative only)

Works from rough draft or from data which is personally developed, types accounting and financial statements, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials;

Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;

Conducts routine correspondence on matters where policies and procedures are well defined;

Supervises and participates in the typing, issuing and recording of applications, licenses and permits;

Maintains a data-base for incorporation into various reports;

Performs and oversees the typing, processing, indexing, sorting, recording and filing of a variety of records and reports;

Answers telephones, providing information to callers, taking messages and making appointments;

Operates various office equipment and machinery;

May assign and review work of subordinates and instruct new employees in specialized clerical and typing work of a unit.

SUBJECT OF EXAMINATION: Written test designed to test for 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 knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as 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.

NOTE: 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.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at: <http://www.cs.ny.gov/testing/localtestguides.cfm> In addition, a copy of this test guide can also be obtained at our local civil service office. Please stop in the office at the Warren County Municipal Center or call this office at 518-761-6440 for more information on how to obtain a copy of this guide

NOTE: *Candidates are permitted to use quiet, hand-held solar or battery powered calculator.* Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are PROHIBITED. No books or reference material will be allowed into the examination site. A calculator or slide rule may facilitate the performance of routine calculations but is not necessary to answer questions on this examination. CELL PHONES ARE PROHIBITED.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service, or from the web site: www.warrencountyny.gov/civilservice We will only accept applications during the examination posting period. Because of the imposition of an application fee, it is no longer possible to accept applications other than during the scheduled period. Time and place of the examination will be mailed, to candidates whose application has been approved, one week before examination date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: New York State Civil Service Law requires our Office to collect an examination fee. To be considered for this examination, you must enclose with your completed application the appropriate fee. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

WAIVER OF FEE: If you are eligible for Public Assistance and can verify the type of assistance you receive, the application fee may be waived. If you are unemployed and primarily responsible for the support of a household, you may also request a waiver.

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged 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 our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

NOTE: 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 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.

NOTE: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and submit a copy of their Form DD-214 with the completed application for examination. This information may be submitted at any time between the date of application for examination and the date of the establishment of the eligible list. Applications and information for veterans' credits may be obtained at the Warren County Department of Civil Service.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one year and a maximum of four years.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. A background check may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.

NOTE: If you have applied for any other examination held on the same day, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local examinations, you must make arrangements to take all your examinations at the State examination center by calling Warren County Civil Service 518-761-6440 no later than two weeks before the test date.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: April 5, 2018

**PATRICIA C NENNINGER
PERSONNEL OFFICER
1340 STATE ROUTE 9
MUNICIPAL CENTER
LAKE GEORGE, NY 12845**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice