

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

announces

OPEN COMPETITIVE EXAMINATION

for

PRINCIPAL PERSONNEL CLERK

LAST FILING DATE: November 30, 2018

STATE NO. 67358

EXAMINATION DATE: January 5, 2018

LOCALNO. 3060

**NON-REFUNDABLE \$10.00 APPLICATION FEE REQUIRED
(CHECK OR MONEY ORDER ONLY – NO CASH)**

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur in the Warren County Department of Civil Service Administration.

SALARY: \$ 43,218

RESIDENCY: Candidates must have been a legal resident of Warren County or a contiguous county (Essex, Hamilton, Saratoga, Washington) 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 municipality in accordance with Civil Service Law and Rules.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and;

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time paid experience, or its part-time equivalent either 1) involving technical support in personnel, human resources or payroll management, or 2) as an executive assistant to an administrator, or
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of full-time paid experience, or its part-time equivalent either 1) involving technical support in personnel, human resources or payroll management or 2) as an executive assistant to an administrator, or
- c) Six (6) years of full-time paid experience, or its part-time equivalent either 1) involving technical support in personnel, human resources or payroll management, or 2) as an executive assistant to an administrator.

DUTIES: (illustrative Only) :The work involves responsibility for independently performing and overseeing various highly technical and complex clerical aspects of the administration of New York State Civil Service Law and Warren County Rules for all civil divisions that fall within the jurisdiction of the county. The incumbent may perform duties in the areas of civil service transaction processes, examination processes, eligible list administration processes, payroll certification processes and other related functions. The work entails a high degree of accuracy, attention to detail and technical skills. Work is performed under general supervision of the Personnel Officer or higher level staff in accordance with established policies and guidelines. Supervision and training may be exercised over subordinate personnel. The incumbent does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. *Office record keeping:* These questions test 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 organizations 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. ***You should bring with you a hand-held battery- or solar-***

powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. *Personnel principles and practices:* These questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.

3. *Preparing written material:* These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. *Public contact principles and practices:* These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

5. *Understanding and interpreting written material:* These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

NOTE: *The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>*

NOTE: *Candidates are **ALLOWED** to use quiet, hand-held solar or battery powered calculators. 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. Cell phones and other electronic communications devices are **PROHIBITED**.*

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice. Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing 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: An application processing fee as specified on this announcement must accompany the application. **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.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, 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 the Exam Fee Waiver and Certification section on the application or submit the “Application for Fee Waiver and Certification” form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

Veteran’s Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran’s Credits** and supporting documentation. Applications and information on veteran’s credits may be obtained at the Warren County Department of Civil Service Administration.

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, notify this office of this matter when you submit your application for examination.

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 candidates with a disability who require reasonable accommodations to take the test must clearly 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. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

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. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
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. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period.

Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice . Candidates will NOT be notified should eligible lists expire within the four-year period.

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. Background checks 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.

9. **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.

10. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

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: November 1, 2018, 2018

Patricia C. Nenninger
Personnel Officer
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LAKE GEORGE, NY 12845-9803

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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