



EXAMINATION, OPEN TO THE PUBLIC

ISSUED: August 2, 2017

SENIOR TYPIST

EXAMINATION NO. **17930-ST-OC**

Steuben County

August 23, 2017

Read these instructions
carefully and thoroughly.

September 30, 2017

LAST FILING DATE

EXAMINATION DATES

A **NON-REFUNDABLE \$15.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 2 for details.

INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: Varies according to location of appointment. As an example, the current starting salary for this title in Steuben County Departments is \$26,867 annually (\$31,608 after 1 year).

VACANCIES: One at the present time in the Hornell School District. The Eligible List resulting from this examination will be used to fill any full-time or appropriate part-time vacancies in this title, as well as **Senior Clerk**, that may occur during the life of the list in Steuben County Departments, Corning Community College, school districts, special districts, and all municipalities under the jurisdiction of the Steuben County Department of Personnel and Civil Service.

NOTE: A promotion examination for this title will be held at the same time as this open-competitive examination. The eligible list resulting from the promotion examination will be utilized first for filling available vacancies. Successful promotion examination candidates are eligible for promotion only within the jurisdiction, school district, or special district in which they are employed at time of qualification for examination. Successful open-competitive examination candidates are eligible for appointment to this title in any municipality, school district, or special district after any applicable promotion list has been exhausted. **To be included on both the open-competitive and promotion lists, you must apply and qualify for both examinations separately.** Although both examinations will have the same title and examination content, each will have a different and unique examination number, may have different Minimum Qualifications, and will result in a separate eligible list.

RESIDENCY REQUIREMENT: Candidates must meet at least one of the following requirements.

- 1) Candidates must have been legal residents of Steuben County for at least four months immediately preceding the date of the written examination; **or**
- 2) For positions at Corning Community College only, candidates must have been legal residents of Steuben, Chemung, or Schuyler Counties for at least four months immediately preceding the date of the written examination; **or**
- 3) Candidates who have been legal residents of a county that is contiguous with Steuben County **and** live within a school district whose civil service is administered by the Steuben County Department of Personnel & Civil Service for at least four months immediately preceding the date of the written examination may apply to take the examination, but will be eligible for appointment *only to positions in the school district in which they reside.*

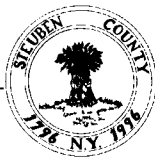
For filling positions outside of the County Service, preference in appointment may be given to successful candidates who have been legal residents of the appointing municipality, school district, or special district for at least four months immediately preceding the date of the written examination. Section 23.4-a. of Civil Service Law may apply.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.

Graduation from high school or possession of a general equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Information Technology, Business, or a closely-related field; or
- (b) Two years of full-time or equivalent part-time paid clerical experience which must have involved keyboarding;
or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of varied, difficult, and responsible clerical work that requires a good working knowledge of specific office/department/unit functions as well as a general understanding of well-established office rules, policies, office clerical procedures, and sometimes law. Full-time or substantial part-time use of keyboarding and data entry devices is characteristic of this class. Positions in this class are identified by the extent of assigned responsibility, scope of freedom and independence of judgment and action allowed in completing assigned duties, and the ability to type and utilize data entry devices. Employees in this class may receive detailed instructions at the beginning of new assignments, but when carrying out steps in a prescribed routine only infrequent instructions are generally necessary. Unusual problems or situations not previously encountered are referred to supervisors. Work is performed under the general supervision of either a higher-ranking clerical supervisor or an office administrator. Direct supervision may be exercised over a limited number of subordinate clerical employees. Does related work as required.

SUBJECTS OF EXAMINATION:

A 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 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 which 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.

Candidates are ALLOWED to use quiet, hand-held, solar or battery powered calculators.

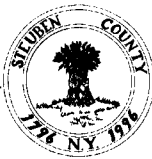
Two publications, "***Guide to the Written Test for the Senior Stenographer/Senior Typist Series***" and "***How to Take a Written Test***," are available on the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm or in the Steuben County Civil Service Office

\$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

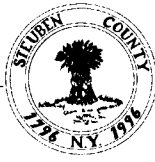
You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance is available from our office in person or by telephone at 607-664-2345.



MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubency.org.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
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 and provide an **original signature**. You may include a resume in addition to completing the application form; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to KEEP A COPY of your application materials. The Department of Personnel and Civil Service does *not* provide copies of records you submit.
6. 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; 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 an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability), submit a written request describing your needs with the application form. See Application item #12.
11. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.
12. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
13. 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.
14. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
15. 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. See Application item #12.
16. This examination is being prepared by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of New York State Civil Service Law, Rules, and Regulations dealing with the rating of exams will apply to this examination. Scoring and rating of the written portion will be performed by the Steuben County Department of Personnel and Civil Service in accordance with Rule 10 of the Steuben County Civil Service Rules using the State-developed rating scale. The computer program utilized for the performance test (*if applicable*) self-scores upon completion.
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.



18. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
19. **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. You will not be permitted to use the calculator function of a cell phone.


Nathan A. Alderman, Personnel Officer