

PLEASE POST CONSPICUOUSLY

CHENANGO COUNTY ANNOUNCES CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC FOR

TYPIST

APPLICATIONS ARE ACCEPTED CONTINUOUSLY - CANDIDATES ARE TESTED PERIODICALLY AS THERE IS A NEED FOR ADDITIONAL ELIGIBLES.

PROCESSING FEE

The New York State Department of Civil Service has implemented a fee for examination services. Accordingly, you must submit a seven dollar and fifty cent **(\$7.50) NON-REFUNDABLE processing fee for each separately numbered examination for which you apply.**

To be considered for examination, the processing fee(s) must be paid at the time an application for examination(s) is filed.

DO NOT SEND CASH. Checks or money orders made payable to the Chenango County Treasurer will be accepted. **Write your social security number on the check or money order.** **If a check is returned for insufficient funds, you may be subject to penalties as provided by law. If a check is returned for insufficient funds after you take the examination, you will be disqualified and you will not receive a final rating or be considered for placement on the resulting eligible list.**

AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will NOT be interpreted in your favor.

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| SALARY | The hourly pay rate varies by jurisdiction. |
| LOCATION OF POSITIONS | Positions with this job title are used in various Chenango County departments, and in those Chenango County school districts whose Civil Service is administered by the Chenango County Personnel Department. The eligible list resulting from this examination will be used to fill full-time vacancies that occur during the life of the eligible list. |
| STUDENT CONTACT POSITIONS | 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. Each individual School District will determine the positions to be subject to this requirement and will initiate the process to secure clearance. |
| RESIDENCE REQUIREMENT/PREFERENCE | There are no residency requirements to compete in this examination. However, preference in appointment <u>may</u> be given to successful candidates who have been residents of Chenango County or of the school district in which appointment is to be made for at least four (4) months immediately preceding the date of the written examination. |
| DUTIES | The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a typewriter, word processor, or personal computer to produce printed material such as letters, memoranda, forms and reports. Specific duties vary with the needs of the department or agency to which assigned. Does related work as required. |
| MINIMUM QUALIFICATIONS | Candidates <u>MUST</u> meet the following requirements at the time of filing an application for this examination:

Graduation from high school or possession of a high school equivalency diploma. |
| SUBJECTS OF EXAMINATION | The examination for Typist will consist of both a written test <u>and</u> a qualifying (pass/fail) typing performance test. You must pass <u>both</u> the written and the performance test in order to be considered for appointment as a Typist. Only your score on the written test will be considered when computing your final score. |

WRITTEN TEST

The written test is designed to test a candidate's knowledge, skills and/or abilities in such areas as:

1. **Spelling**

These questions test your ability to spell words that are used in written business communications.

2. **Alphabetizing**

These questions test your ability to file material in alphabetical order.

3. **Clerical Operations with Letters and Numbers**

These questions test your skills and abilities in clerical operations involving comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

4. **Record Keeping**

These questions evaluate your ability to perform common 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.

STUDY GUIDE

The New York State Department of Civil Service has published a test guide candidates may use to prepare for this examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in the written test.

The New York State Department of Civil Service is making a copy of this test guide and other related information available to candidates on its web site at <http://www.cs.state.ny.us/msd/map.html>. If candidates do not have access to the internet they may obtain a copy of the test guide directly from the Chenango County Personnel Office by calling (607) 337-1470.

Approved test candidates should carefully review and familiarize themselves with the information contained in the test guide prior to the examination.

PUBLICATIONS

A publication entitled "How To Take a Written Test" is also available. This publication provides important information to candidates who are applying to take examinations for entry-level jobs with either New York State or local government. Candidates that are unfamiliar with the testing process will find it particularly helpful. The publication may be accessed from the New York State Department of Civil Service web site <http://www.cs.state.ny.us/msd/map.html>.

CALCULATOR STATEMENT

Candidates have the option of bringing a quiet hand-held, non-programmable solar or battery powered calculator to assist them on this test. A calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers" or any similar devices **are prohibited** for this examination. Additionally, candidates **may not** bring books or other reference materials to the examination.

PERFORMANCE TEST

The keyboard performance test for Typist will be held on a later date than the written examination. Candidates will not be called to the performance test unless they have passed the written Account Clerk examination.

Candidates may be invited to the performance test in the order of the scores they achieved on the written test. The County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The keyboard performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. On-screen instructions displayed at the beginning of the performance test will tell candidates everything they need to know in order to take the test. The typing performance test does not require the use of any information beyond what is displayed on the computer screen.

The test is five minutes long and is preceded by a three-minute practice session. Candidates will not type the text passage from a hard copy or test booklet. The performance text passage

candidates must type will be displayed on the top half of the computer screen. Candidates will enter (“key” or “type”) as much of the text passage as they can during the time available.

In order to pass the keyboard performance test, candidates must enter the text at a rate of at least **35 words per minute**, with at least 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is 8. (Note: A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.)

FAILURE TO APPEAR FOR A PERFORMANCE TEST

Unless a candidate requests and qualifies for an alternate test date their failure to appear for a scheduled keyboard performance test will be considered a failure on the qualifying keyboard performance test and will render the candidate both ineligible to participate in the second holding of the performance test for this title, should one be scheduled, and permanently ineligible for certification and appointment as a Typist from the eligible list established as a result of this examination.

PERFORMANCE RETEST POLICY

Candidates who fail the first typing proficiency examination will be recalled to take another form of the typing proficiency examination provided a retest is scheduled. This second typing performance test will not be held less than thirty (30) calendar days following the date of the initial typing performance test.

Candidates who fail the second typing proficiency examination must retake the written Typist Examination prior to taking another typing performance examination for Typist.

WRITTEN RETEST POLICY

Candidates who fail the written examination, and candidates who passed the written examination who wish to improve their rank on the eligible list, may reapply to retake the written examination after a six (6) month period has passed from the date of the first written examination.

PERFORMANCE TEST WAIVER CRITERIA AND PROCEDURE

The typing performance test may be waived for candidates who have passed a typing proficiency examination at a rate of **35 words per minute or higher** administered by the New York State Department of Labor, the Chenango County Personnel Department, or any other municipal Civil Service Agency within the State of New York within one year preceding the scheduled date of the written examination, or prior to the date on which Chenango County administers the first typing performance test for this examination.

The typing performance test may also be waived for candidates who are employed in a Chenango County Department or in a town, village, school district or special district under the jurisdiction of the Chenango County Personnel Department who currently hold permanent or contingent permanent competitive class status in a position that requires typing and for which the candidate passed a typing proficiency examination at the rate of **35 words per minute or higher**.

All requests for a typing performance test waiver must be in writing. Candidates seeking a typing performance test waiver may either make the request directly on their Application for Examination or submit a separate written request. Requests for typing performance test waivers that are received after Chenango County has administered the first typing performance test for this examination will not be considered.

A request for a typing performance test waiver **MUST** be accompanied by written verification of passing from the agency that administered the performance test if the test was administered by other than the Chenango County Personnel Department. This written verification should include the name and address of the agency who administered the typing performance test, the date the performance test was taken, and the rate of speed achieved on the performance test.

ELIGIBLE LISTS

Successful candidates will have their names placed on an eligible list in order of their final rating. Candidate scores from different testing dates will be interfiled on the eligible list. A candidate's eligibility for appointment begins on the date their name is added to the eligible list and they will remain eligible for appointment for one (1) year from that date, unless their eligibility is extended by the Personnel Officer as provided for in Civil Service Law. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

CROSS-FILING

Cross-filing means applying to multiple Jurisdictions to take either the same or different examinations that are scheduled to be held on the same date.

When you cross-file for Civil Service examinations you must make arrangements to take all your examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at a State Examination Center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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.

Also, on the top front page of your Chenango County application you should note "cross-filing", then on the last page of the application in the "remarks" section, you should state where you will take all examinations and list all agencies you have applied to, and the title and examination number of all examinations you have applied to take.

TERMINATION OF PROGRAM Chenango County reserves the right to terminate this special continuous recruitment program and re-establish the periodic type of examination.

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY 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.

VETERANS' CREDITS Veterans and disabled veterans who are eligible for additional credits must submit an application for veterans' credits prior to the establishment of the eligible list for the examination. Only those veterans who have served on active duty during the creditable periods of war will be eligible for veterans' credits.

Veterans' credits will only be added to the score of a candidate who has attained a passing grade of 70 or higher. Veterans' credits may not be used to achieve a passing score.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit.

No credit may be granted after the establishment of the eligible list.

It is the responsibility of the candidate to provide appropriate documentary proof indicating that their military service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

APPLICATIONS FROM/TO/BY Application forms may be obtained at the Chenango County Personnel Office or by sending a stamped, self-addressed envelope to: Personnel Department, Chenango County Office Building, 5 Court Street, Norwich, NY 13815.

Do not wait until the last day to file your application. Applications that are postmarked after the last filing date, or personally delivered to our office after 5:00 P.M. on the last filing date cannot be considered. The applicant should make sure **EVERY** question on the application is answered, including the estimated percentage of time spent personally performing the duties of each employment (i.e., 5%, 20%, etc.). Incomplete applications will be disapproved. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their application prior to the examination. If notice of acceptance or disapproval is not received at least four days prior to the date of the written examination, please call this office at (607) 337-1470.

A separate application and appropriate processing fee must be submitted for each separately numbered examination for which a candidate wishes to apply.

Applications must contain the correct examination title and/or number in order to be considered.

ADMISSION NOTICES

If you do not receive your notice to appear for the written test at least four days before the date of the test, notify this office at (607) 337-1470.

Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements.

Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be closely reviewed and/or verified until after the examination has been held. At the time of review those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the test may not receive a score and will not be eligible for certification and appointment from the eligible list established as a result of the examination.

ALTERNATE TEST DATE

Civil Service tests represent considerable planning, preparation and expense, therefore, candidates are expected to make every effort to take the test on its scheduled date. However, an alternate test date may be granted for specific verifiable circumstances set forth in the Alternate Test Date Policy of this department. The determination as to whether or not a candidate meets the requirements for being afforded the opportunity to take an examination on an alternate test date shall be made by the Personnel Officer.

Candidates who are unable to take an examination because of a situation that is known prior to the scheduled exam date should notify the Chenango County Personnel Department in writing as soon as possible before the test date. The written request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled date and be supported by appropriate documentation verifying the situation.

Candidates who are unable to take an examination because of an emergency situation that occurs just prior to or on the date of the examination must notify this office at (607) 337-1470 no later than 4:30 p.m. on the Monday (or 9:30 a.m. Tuesday if Monday is a holiday) following the Saturday scheduled test date. Upon review of verifiable documentation, a determination will be made as to whether a candidate will qualify for an alternate test date.

GENERAL INSTRUCTIONS AND INFORMATION:

1. All statements on the application are subject to verification. Falsification of any part of the "Application for Employment" will result in disqualification and/or lead to revocation of a resulting appointment.
2. Candidates filing an application with one or more State and/or local civil service commissions for one or more tests scheduled to be held on the same date should indicate this on all applications so arrangements may be made for a single test site.
3. If you fail to submit the required processing fee payment and then you receive an admission letter in error and participate in the examination, you will be disqualified; this means that your exam will not be graded and/or you will not be considered for placement on the eligible list.
4. It is the responsibility of the candidate to notify the Chenango County Personnel Office of any change in name, address or telephone number. Failure to notify this office of a change of name or address may result in disqualification for examination or certification for appointment following examination if admittance notices, canvas letters or other communications are undeliverable. No attempt will be made to locate candidates who have moved.
5. In case of adverse weather conditions, candidates should not call this office. Any change or cancellations will be broadcast over WKXZ FM 94.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the examination.

PREPARATION/RATING OF EXAMINATION:

This examination will be prepared and rated in accordance with Section 23.2 of 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.

SPECIAL TESTING ARRANGEMENTS:

Religious Accommodation:

If you cannot take a civil service test on the scheduled test date due to a conflict with a sincerely held religious observance or practice check the appropriate box in Question 5 of the application and call this office on or before the last date to file an application for the examination to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office prior to the scheduled test date. If your Application for Examination and alternate test date request are approved arrangements will be made for you to take the test on a different date. For written tests the alternate test date will normally be the Monday following the scheduled Saturday test date. The alternate test date provided for performance examinations will vary.

Disabled Candidate Testing Accommodation:

If you need special testing arrangements in order to participate in an examination because of a disability check the appropriate box in question 5 of the application. If your Application for Examination is approved you will be contacted and asked to submit a written request describing the exact nature of the special testing accommodation(s) you require along with medical documentation supporting your need for the testing accommodation(s) you are requesting. This office will forward requests for special testing arrangements and supporting medical documentation to the New York State Department of Civil Service who will review the request and make a recommendation prior to the scheduled test date as to the testing accommodation(s), if any, that shall be provided to the candidate.

Military Make-up Examination:

Section 243-b of Military Law provides that an applicant who applies for a competitive examination during the announced filing period and who is approved for examination but is prevented from participating in any part of the competitive examination due to active military duty or reserve training may request a military make-up examination. To request a military make-up examination check the appropriate box in question 5 of the application and call this office as soon as possible prior to the scheduled test date to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office along with a copy of a military order, DD – 214 or other official military document that substantiates that the applicant was or will be on active military duty or reserve training at the time of the scheduled test date. Requests and supporting military documentation will be forwarded to the New York State Department of Civil Service and will be reviewed on a case-by-case basis. In order for a military make-up examination to be administered the eligible list resulting from the original examination holding must still be in existence, and the remaining life of the eligible list must be of sufficient duration to make it practicable to hold a military make-up examination.

Comparable Promotion Examination:

If a promotion examination is held while a public employee who would be entitled to participate in the promotion examination is on military duty, the employee may make a request to participate in a comparable promotion examination once he/she has returned to work. The employee must request a comparable examination within 60 days of being restored to his/her position. Requests for a comparable examination must be submitted in writing to the Chenango County Personnel Office.

Military Members Late Filing:

Section 243–c of Military Law provides that individuals serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or individuals discharged from the armed forces with other than a dishonorable discharge after the filing period for a civil service examination has commenced are permitted to file an application for such examination no later than 10 business days prior to the scheduled date of the examination or the last date to file for the examination, whichever is later.

EEOE: Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, prior arrest or conviction record, or a sincerely held religious observance or practice.

CHENANGO COUNTY PERSONNEL OFFICE
Chenango County Office Building
5 Court Street
Norwich, NY 13815
Telephone No. (607) 337-1470
Date Issued: 10/30/03