



STEUBEN COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES
EXAMINATION, OPEN TO THE PUBLIC
FOR

ISSUED: January 25, 2010

TYPIST
EXAMINATION NO. 41010-T
Steuben County

A *NON-REFUNDABLE* **\$15.00 APPLICATION FEE** APPLIES FOR THIS TEST.

◆◆◆ Payable by **Check or Money Order only, NO CASH ACCEPTED** ◆◆◆

Make payable to the "**Steuben County Treasurer.**"

You must **record the examination title and number on your check or money order.**

April 10, 2010 EXAMINATION DATE	Read these instructions <i>carefully and thoroughly.</i>	March 3, 2010 LAST FILING DATE
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SALARY Varies according to location of appointment. As an example, the current starting salary for this title in Steuben County Departments is \$24,009 annually (\$28,246 after 1 year).

VACANCIES The eligible list resulting from this examination will be used to fill vacancies in this title as well as **Clerk, Mail Clerk, and Library Clerk** as they occur in Steuben County Departments, Corning Community College, school districts, special districts, and municipalities under the jurisdiction of the Steuben County Department of Personnel and Civil Service.

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

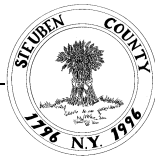
- 1) Candidates must have been legal residents of *Steuben County* for at least four months immediately preceding the date of the written examination; - **or** -
- 2) For positions at Corning Community College only, candidates must have been legal residents of *Steuben, Chemung, or Schuyler Counties* 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 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 only be eligible for appointment to positions in the school district in which they reside.

For appointments in *other* than the County service: Per Civil Service Law Section 23.4-a., 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 examination.

MINIMUM QUALIFICATIONS Either:

- (a) Graduation from high school or possession of an equivalency diploma which shall have included or been supplemented by courses in office practice and keyboarding; or
- (b) One year of paid, full-time clerical experience, which shall have included the full-time or substantial part-time use of keyboarding equipment.

MUST BE CLEARLY DEMONSTRATED ON YOUR APPLICATION



\$15
APPLICATION FEE

- ✓ The New York State Civil Service Law requires our Office to collect an examination fee from each applicant. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for, payable at the time of filing of the application form, by check (personal or certified) or money order only, payable to the "Steuben County Treasurer." **CASH WILL NOT BE ACCEPTED.**
- ✓ 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.
- ✓ You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.
- ✓ No refund will be made to applicants who are disqualified 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 call.

DISTINGUISHING
FEATURES OF
THE CLASS

The work involves responsibility for performing routine office clerical work, and/or assisting in performing more difficult and responsible clerical work, which involves the fulltime or substantial part-time operation of keyboarding equipment. The work is primarily of routine nature and involves the performance of a wide variety of diverse standardized clerical tasks and the full-time or substantial part-time operation of a standard typewriter and data entry equipment. Procedures are usually definitely fixed but detailed instructions are given for new or more difficult assignments. The work is reviewed by immediate observation, by the checking of completed work, by periodic or spot checks, by cross-checking, or by another step in the clerical process. Supervision of subordinate employees is usually not a feature of this class of positions. Does related work as required.

SUBJECTS OF
EXAMINATION

EXAMINATION WILL CONSIST OF TWO PORTIONS:

- (A) Written, multiple-choice portion; and
- (B) Qualifying (pass/fail) keyboard performance test.

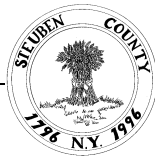
You must pass *both* the written test and the performance test to be considered for appointment. Since the performance test is pass/fail, your final score for the examination will be the score that you achieve on the written test.

(A) WRITTEN EXAMINATION

The written, multiple-choice test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Spelling**
These questions are designed to test the candidate's ability to spell words that office employees might encounter in their daily work.
2. **Alphabetizing**
These questions are designed to test a candidate's ability to file material accurately in alphabetic order.
3. **Clerical Operations, With Letters and Numbers**
These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.
4. **Record Keeping**
These questions are designed to test the candidate's 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.

Two publications, "*Guide to Taking the Written Test for Entry Level Clerical Series*" and "*How to Take a Written Test*," are available on the New York State Department of Civil Service Web site at



www.cs.state.ny.us/jobseeker/local/. If you do not have access to the World Wide Web, you may call or write Steuben County Department of Personnel & Civil Service, 3 East Pulteney Square, Bath, New York 14810, (607) 664-2345 to obtain a copy.

(B) QUALIFYING KEYBOARD PERFORMANCE TEST

This test will be scheduled for a later date and will be administered to *only those candidates who have passed the written examination*.

This performance test is a test of typing speed and accuracy. It utilizes a standard computer keyboard and computer. The computer program requires no prior knowledge of software. The test is five minutes long and is preceded by a three-minute practice session. Candidates enter ("key" or "type") (into a window on the bottom half of the screen) as much of a text passage (appearing in a window on the upper half of the screen) as they can during the time available. In order to pass the test, candidates must enter the text at a rate of at least 35 wpm with at least 96% accuracy. For example, if a candidate enters the text at 35 wpm, the maximum allowable number of errors is 8. (NOTE: A "word" is defined as five characters.)

Candidates who fail the performance test on their first attempt will be permitted one immediate retest using a different form of the test.

The typing performance test will be waived if, on the date of the performance test, a candidate's name is currently on another Steuben County list for which passing of the "Typetest" performance test was required for placement on the list.

The Steuben County Department of Personnel and Civil Service reserves the right to give the performance test to *only as many candidates as are needed to fill available vacancies*.

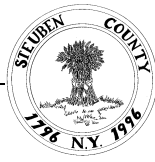
No review of test questions or materials used in this testing can be permitted nor will any appeals be accepted. However, at the written request of a candidate the Steuben County Department of Personnel and Civil Service will verify the accuracy of score computation and notify the candidate in writing.

CROSS FILING

- ✓ If you applied for any other civil service examinations to be given **on the same test date** for employment with New York State or any other local government jurisdiction excluding New York City, **you must arrange to take all of the examinations at one test site.**
- ✓ If you have applied for both State and local government examinations, you must make arrangements to take all of your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.
- ✓ If you have applied for another local government examination with another local civil service agency, call or 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 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.
- ✓ For this examination, write or call our office at the address/telephone number listed under General Instructions of this announcement.
- ✓ You must file an application with each jurisdiction for which you intend to cross-file.

GENERAL INSTRUCTIONS

1. Applications and additional information is 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.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will not be considered eligible 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. 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 a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The "Application Fee Waiver and Certification Form" is 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. This form is also available on the Internet at www.steubencony.org.
6. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
7. This department does not make formal acknowledgment of the receipt of an application.
8. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
9. SPECIAL ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability), submit a written request describing your needs with the application form.
10. 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.**
11. 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.
12. 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.
13. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

Robert F. Biehl, Personnel Officer