

DELAWARE COUNTY PERSONNEL OFFICE
announces **CONTINUOUS RECRUITMENT EXAMINATION FOR
SENIOR TYPIST**

Updated 1/1/11

Applications accepted continuously

Written portion of the exam will be scheduled on Saturday providing there are other civil service exams already scheduled.

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of \$15.00 is required for each individually titled examination for which you apply. The required fee MUST accompany your application. Send your CERTIFIED CHECK OR MONEY ORDER payable to the Delaware County Personnel Office. Write the examination title(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: The Eligible List established as a result of this examination will be used to fill vacancies, as they occur, at agencies under the jurisdiction of the Delaware County Personnel Office.

ELIGIBLE LISTS: Successful candidates will have their names placed on the Eligible List in order of final written score, regardless of the date on which they took the test. The names of qualified candidates will remain on the Eligible List for one year.

SALARY: \$26695 - \$28288 Delaware County salaries. Other salaries will vary depending upon the location of the position.

DUTIES: The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedures and policies. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from high school or possession of a high school equivalency diploma and (2) one year of clerical experience which shall have involved typing; Or
- B. Three years of clerical experience which shall have involved typing; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

YOU MUST INDICATE IN SECTION 13 OF THE APPLICATION IF YOU HAVE HAD FORMAL TRAINING IN TYPING, AND DESCRIBE THAT TRAINING, I.E. A COURSE IN TYPING IN HIGH SCHOOL, BOCES OR COLLEGE.

NOTE: Unless otherwise specified, all required experience must be fulltime paid or its parttime paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department before the close of business on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received after the Application Deadline and are not received in the Personnel Department by the Application Deadline will not be accepted.

RESIDENCY REQUIREMENT: Candidates must have been residents of Delaware County or contiguous counties or residents of Madison County for at least four months immediately preceding the examination date. **NOTE:** Agencies may appoint an eligible from their own jurisdiction first.

A "Guide to Taking the Written Test for Senior Stenographer/Senior Typist" is available containing sample test questions and solutions, similar to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-746-2318) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

The NYS Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's web site (<http://www.cs.state.ny.us>) by clicking first on Publications, then on the booklet title or access our web site at www.co.delaware.ny.us click on departments and then personnel.

SUBJECT OF EXAMINATION: Written test will cover 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 a knowledge of generally agreed-upon practices governing the handling of situations which secretaries, stenographers and typists 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.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written and the performance test to be placed on the eligible list. Since the performance test is qualifying (pass/fail), if you pass the performance test, your final score for the exam will be the score you got on the written test. The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on a computer. The computer program requires no prior knowledge of software. The performance test is five minutes long, preceded by a three minute practice session. In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute with at least 96% accuracy. The maximum allowable number of errors at 35 wpm is seven. **FOR THOSE WHO PASS THE WRITTEN TEST, YOU WILL BE NOTIFIED OF THE DATE AND TIME OF THIS PORTION OF THE EXAM. Candidates who fail the performance test will be permitted one retest that will be given on the same day as the original performance test.** **PERFORMANCE TEST WAIVER POLICY:** (1) **The performance test will be waived** for candidates who have passed a typing performance test at a rate of at least 35 words per minute. The performance test must have been administered by the NYS Department of Civil Service, Unified Court System, the NYS Department of Labor or any other local personnel/civil service office in New York State. Candidates must have passed the performance test within 24 months of the date of the written exam. **Such candidates MUST provide verification, with their examination application, from the agency that administered the performance test, including the agency name and address, title of the exam, test date and the passing rate of speed. A copy of the form showing the results of your performance test is acceptable.**

(2) **The performance test will also be waived** for any candidate who is on a Delaware County eligible list at the time of the written exam or who holds a permanent appointment in a position in a agency under the jurisdiction of the Delaware County Personnel Office which includes Typist as part of their title.

NOTICE TO CANDIDATES: Most Civil Service written tests do not require the use of a calculator or slide rule. However, candidates have the option of bringing a hand-held, battery-operated calculator or a slide rule to the test room unless specifically notified that their use is prohibited. You may not bring books or other reference materials.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

CROSSFILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State, YOU must make arrangements to take all the examinations at one test site. You must make these arrangements with our office no later than the last filing date indicated on this announcement. If you have applied for a State Civil Service examination scheduled to be given the same date as this exam, you must make arrangements with the State to take this exam at a State examination center by calling 518-474-6470 no later than two weeks before the test date. You must also advise our office in writing, by the last filing date contained in this announcement, that you intend to take this exam at a State exam center. Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an **emergency situation**, and you wish an alternate test date, you MUST call the Delaware County Personnel Office, with your request, by noon of the next working day following the test date.

*****Religious Accommodation***** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons:***** If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel:***** Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

*****Veterans or Disabled Veterans:***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to 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 list.** It's the responsibility of the candidate to provide appropriate proof indicating the 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 veteran's credits.

*****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.

**DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE
TEDDIE STOREY, PERSONNEL OFFICER**