

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 10/9/13

PLEASE POST CONSPICUOUSLY  
SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### SECRETARY TO SUPERINTENDENT OF HIGHWAY

#### EXAMINATION #940

SECRETARY TO THE SUPERINTENDENT OF HIGHWAY, Saratoga County. The result of this eligible list will also be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Personnel Department.

SALARY: Salary Varies With Location

LAST DAY TO FILE IS NOVEMBER 13, 2013

DATE OF THE EXAMINATION IS DECEMBER 14, 2013

**NOTICE: SATURDAY SABBATH OBSERVERS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** An examination fee of **\$10.00** (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the **Saratoga County Treasurer's Office**. **This fee is non-refundable. 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 for only those examinations for which you are clearly qualified.**

**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 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. A copy of this document can be obtained from the Saratoga County Personnel office.**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing moderately difficult clerical and typing duties in a highway department. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods. General supervision is received from the Highway Superintendent with considerable responsibility required in handling the daily aspects of the job. Does related work as required.

#### MINIMUM QUALIFICATIONS:

EITHER:

- A. An Associated Degree in Secretarial Science or related field and one (1) year of clerical experience which shall have involved the operation of a Personal Computer; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience which shall have involved the operation of a Personal Computer.

**SPECIAL REQUIREMENT:** Possession of an appropriate level of New York State driver's license at the time of appointment.

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

1. **Spelling:** These questions are designed to test the candidate's ability to spell words the office employee might encounter in their daily work.

2. **Grammar/Usage/Punctuation:**

The English grammar and usage questions are designed to test the candidates' ability to apply the basic rules of English grammar, usage, and sentence structure. The punctuation questions will be designed to test the candidates' knowledge of appropriate punctuation marks and their correct placement in sentences.

3. **Keyboarding Practices:**

These questions are designed to test a candidate's knowledge of preferred practices in areas such as, but not limited to, capitalization, hyphenation, spacing, word division, tabulation and proofreading.

4. **Office Record Keeping**

These questions will be designed to 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 totals, subtotals, averages and percents.

5. **Office Practices**

These questions are designed to test the candidates' knowledge of generally agreed upon practices governing situations which secretaries, stenographers and typists are likely to encounter in their work, as well as their knowledge of how office work could be accomplished within reasonable limits of time, effort, and cost. The topics covered may include, but will not be limited to, such issues as designing work flow, setting priorities, dealing effectively with staff and visitors, filing and retrieving information, using office equipment and making procedural decisions and recommendations which contribute to a well-managed office.

**NOTICE TO CANDIDATES:** The use of quiet, hand-held, solar or battery-powered calculators are recommended. Devices with 'Typewriter Keyboards,' 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' 'or any similar devices are prohibited.'

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

**SECTION 85a OF THE CIVIL SERVICE LAW:** 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.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- |                                                               |                                                               |
|---------------------------------------------------------------|---------------------------------------------------------------|
| -World War II—December 7, 1941 to,including December 31, 1946 | -Grenada – October 23, 1983 – November 21, 1983               |
| -Korean War—June 27, 1950 to and including January 31, 1955   | -Panama – December 20, 1989 – January 31, 1990                |
| -Vietnam Conflict—February 28, 1961 until May 7, 1975         | -Persian Gulf – August 2, 1990 to the end of such hostilities |
| -Lebanon – June 1, 1983 – December 1, 1987                    | (not yet determined)                                          |

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

**SECTION 23.2:** This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

**APPLICATIONS:** You may get application forms by writing, downloading from our website [www.saratogacountyny.gov](http://www.saratogacountyny.gov), phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

**SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**