

CAREER OPPORTUNITY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 05/21/15

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

SENIOR TYPIST

SENIOR TYPIST, Saratoga County. The results of this exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department, INCLUDING School Districts, Towns, Villages, and County Departments.

SALARY: County Offices; \$35,130/annually. Salaries will vary at other locations.

EXAMINATION NUMBER # 900F

LAST DAY TO FILE IS AUGUST 12, 2015

DATE OF THE EXAMINATION IS SEPTEMBER 12, 2015

NOTICE--RELIGIOUS ACCOMODATIONS/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. **Check or money order only.** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 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 and on-line @ www.saratogacountyny.gov .**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical duties requiring a general understanding of specific law, office rules, policies and procedures. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. Related work as required.

MINIMUM QUALIFICATIONS:

EITHER

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field and two (2) years clerical experience which must have involved the use of Microsoft Office products such as but not limited to: Word, Excel, Power Point and Access; OR
2. Graduation from High School or possession of a high school equivalency diploma and four (4) years clerical experience which must have involved the use of Microsoft Office products such as but not limited to: Word, Excel, Power Point and Access.

THE WRITTEN TEST will be designed to measure 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 percentages.
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 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; making procedural decisions and recommendations which contribute to a well-managed office.

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.

NOTICE TO CADIDATES: “UNLESS OTHERWISE NOTIFIED, 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**.”

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 85-a 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 and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (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 or NYS 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 the Saratoga County Personnel Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ www.saratogacountyny.gov, calling 518-885-2225 or in person. 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