

**ATTENTION
IMPORTANT INFORMATION**

The results of *this exam #902DA* will be used to fill vacancies as they occur in **ALL** agencies under the jurisdiction of the Saratoga County Human Resources Department, **INCLUDING** School Districts, Towns, Villages, and County Departments.

The results of *separate exam #902DS (Social Services)* will be used to fill vacancies as they occur in the **Saratoga County Department of Social Services ONLY**. If you **ARE NOT** interested in being considered for vacancies within the Saratoga County **Department of Social Services**, please **DO NOT** list this exam (#902DS) on your application.

Although these are two separate exams, content is the **SAME** for both.

Applicants must submit a **separate application AND fee for each** exam they wish to sit for (**902DA & 902DS**). You may submit **one** check for both exams.

**** Due to high volume, we will be unable to accommodate requests for copies of single applications submitted for both exams. ****

Please contact the Human Resources Department with any additional questions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Proceed to the following pages for Examination Details.

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 9/9/2022

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

SENIOR TYPIST

EXAMINATION #: 902DA

Senior Typist, Saratoga County. The results of exam #2022SRA will be used to fill vacancies as they occur in **ALL** agencies under the jurisdiction of the Saratoga County Human Resources Department, *INCLUDING* School Districts, Towns, Villages, and County Departments.

SALARY: \$40,353(County Only*) **LAST DATE TO FILE:** October 7, 2022 **EXAM DATE:** November 19, 2022
*Salary will vary by location (Town, Village, School District)

NOTICE: RELIGIOUS ACCOMMODATIONS -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 exam. 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 numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. 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. Vague applications will not be considered in applicant's favor.

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, or if you are an honorably discharged Military Veteran (DD214). 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 Human Resources Office or on our website at www.saratogacountyny.gov.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position performs a variety of difficult clerical assignments which involves typing on a personal computer to produce correspondence, records, reports, and/or other documents required. This level differs from typist in that the tasks performed are of a more difficult nature. General supervision is received from a higher level clerical or administrative employee with some leeway allowed in the exercise of independent judgment in the application of established procedures and methods. Contact with the public may be required as part of job responsibilities. This position differs from the Senior Clerk in that typing skill is required. Supervision may be exercised over lower level clerical staff. Performs related work as required.

MINIMUM QUALIFICATIONS: Either...

- A. 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 of 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**
- B. Graduation from High School or possession of a high school equivalency diploma and four (4) years of 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 test for 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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

NOTICE TO CANDIDATES: “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.”

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 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 New York State government permanent appointment.

SECTION 23.2: This examination is prepared and 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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

APPLICATIONS: Applications available on website: www.saratogacountyny.gov, or in Human Resources Offices at 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates approximately one week before the date of the examination.