

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal St.
Watertown, New York 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 18-005 TYPIST

VACANCIES: Examinations will be held to fill vacancies as they occur in County Offices, municipal offices, and in various school districts in Jefferson County.

SALARY: \$14.69/hr. (2018 rate – Jefferson County Departments only)
For information on vacancies or salaries in a particular school district, contact the Board of Education of the school district and for municipalities, contact the Town or Village Clerk.

LAST FILING DATE: December 1, 2017

EXAMINATION DATE: January 20, 2018

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience, which involved typing.

EXAMPLES OF WORK: (illustrative only)

Receives and organizes work to be typed determining document format;
Types correspondence, documents, records, and other written material in final or draft form using handwritten, rough drafts, marked copy, oral recordings, or data from various equipment as the source material;
Proofreads and corrects work producing accurate, clean, and complete typed copy;
Prepares, stores, and retrieves lists and documents;
Answers telephone and gives out routine information or relieves at switchboard;
Prepares folders on individual program cases with appropriate documentation per established system;
Obtains routine information from the general public/clients for program purposes and explains established program policies and procedures;
Updates and stores department forms on word processor;
Orders office supplies and maintains inventory of supplies and equipment;
Sorts, date stamps, and distributes mail and packages;
Performs routine equipment maintenance tasks;
Serves as receptionist and greets clients and/or visitors;
Maintains alphabetic, numeric, and/or chronological files or correspondence, documents, and materials by coding and filing new material, searching for requested material, and periodically purging obsolete material;
Schedules meetings and appointments;
May collect fees and account for monies received;
May prepare and maintain time records and payroll data and various types of records;
Operates office machines such as copy or duplicating machines, CRT's, etc.

SCOPE OF EXAMINATION - WRITTEN TEST: The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

Spelling - These questions test your ability to spell words that are used in written business communications.

Alphabetizing - These questions test your ability to file material in alphabetical order.

Record Keeping - These questions evaluate your ability to perform common 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.

Clerical Operations With Letters and Numbers - These questions test your skills and abilities in clerical operations involving comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

SCOPE OF EXAMINATION - PERFORMANCE TEST

Candidates who receive a passing score on the written test must also qualify on the performance test in typing. The typing performance test will be given by this department on **Saturday February 10, 2018**. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. You must pass both the written and performance tests to be considered for appointment. The typing performance test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 35 words per minute. The test will be administered on a computer keyboard. No knowledge of computer operation or of any specific software program is required.

Candidates who are not successful in the performance portion of the test will not be retested.

Performance Test WAIVER POLICY

Candidates who have passed a qualifying typing/keyboarding performance test at a rate of 35 words per minute or greater may request a waiver of the performance test. The candidate must have passed a performance test administered by the Jefferson County Department of Human Resources, New York State Department of Civil Service, or local civil service agency located in New York State within three years of the date of the written exam. The candidate must request the waiver in writing and submit verifiable documentation from the testing agency including: the name and address of the agency, the passing speed, and the date of the performance test. **All waiver requests must be submitted by the date of the written exam.**

This examination is being 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 dealing with the rating of examinations will apply to this written test.

NOTE: 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. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

NOTE: Copies of the publications “*How to Take a Written Test*” and “*Guide to Taking the Written Test for Entry-Level Clerical Series*” are available by requesting a copy from the Department of Human Resources, or may be downloaded from the NYS Department of Civil Service website (<http://www.cs.state.ny.us/testing/localtestguides.cfm>).

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information in the remarks section on your application form.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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