

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 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. 19-008 MAIL SUPPLY CLERK

VACANCIES: At present, once vacancy exists with Indian River Central School District and to fill vacancies as they occur in County Offices, municipal offices, and in various school districts in Jefferson County.

SALARY: \$33,500 - \$35,800/yr. (Indian River)

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.

LAST FILING DATE: October 25, 2019

EXAMINATION DATE: December 14, 2019

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:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- 1) Eligibility for a New York State operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession of license at time of appointment.
- 2) Incumbents are required to lift and transport heavy packages. Candidates should possess physical condition commensurate with the demands of the position.

EXAMPLES OF WORK: (illustrative only)

Receives, sorts, and distributes incoming mail;
Processes and keeps records of registered, insured, and certified mail;
Picks up and delivers inter-office mail and materials;
Physically unloads shipments of packages and materials;
Receives and maintains records of incoming parcel post, express, and freight shipments;
Unpacks, counts, and sorts incoming articles to verify receipt against order and prepares for intra- and inter agency deliveries;
Processes outgoing mail and packages, including the operation of a meter-mailing machine;
Prepares packages for shipment by parcel service or other official delivery service;
Maintains inventory of supplies and fills and delivers departmental requisitions;
Receives and stores supplies and related materials;
Computes parcel post, insured, certified, and registered mail rates and keeps records of postage used;
Runs errands and performs other general messenger work;
May be required to stiff and label envelopes;
Maintains various files and performs a variety of clerical duties;
Develops efficient stores methods.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Alphabetizing

These questions are designed to test a candidate's ability to file material accurately in alphabetical order.

2. Record Keeping

These questions are designed to test a candidate's 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.

3. Clerical Operations with Letters and Numbers

These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.

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.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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.**

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 on a separate piece of paper and submit it with your application.

NOTE: Copies of the publication “*How to Take a Written Test*” and a “*Guide to Taking the Written Test for Entry-Level Clerical Series*” may be downloaded from the Jefferson County Department of Human Resources website or from the NYS Department of Civil Service website (<https://www.cs.ny.gov/testing/testguides.cfm>)

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.

Issued: 9-25-19