



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



### **TYPIST** **Open Competitive Examination**

Applications will be accepted continuously with tests being scheduled by the Seneca County Personnel Office. Names of eligibles will be inserted, according to their final rating, on such list from time to time as applicants are tested and found qualified on the examinations held at such intervals. Eligibility is limited to a one-year period.

**VACANCIES:** This eligible list will be used to fill vacancies as they occur in all Seneca County Departments, Towns, Villages and School Districts.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**SALARY:** Varies with each District.

#### **MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School Equivalency diploma; including or supplemented by a course in typing or computer data entry; or one (1) year of clerical experience involving typing or computer data entry.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

#### **APPLICATION FEE:**

A fee of **\$5.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your online application.**

Examination To Be Held:

CONTINUOUSLY

Applications Accepted:

CONTINUOUSLY

## **TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)**

Operates a typewriter and/or electronic work station (personal computer, word processor, or any other electronic micro-processor/device) and/or a computer terminal in performing duties described below:

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar materials;

Transcribes recordings and/or longhand copy (which includes the typewriters used in relation to word processing);

Relieves telephone switchboard operator and employees waiting on the public;

Addresses envelopes on a computer;

Types and maintains various types of records;

Files correspondence, memoranda, reports and other materials;

Operates computers and other simple office machines;

May, on occasion, be required to operate word processing, data entry or related business equipment;

Indexes materials and performs simple record keeping tasks;

Makes entries on cards, or bills or in ledger from original sources.

## **In a School District, in Addition to General Clerical Duties in an Office the Position Also Involves:**

Types copies and assembles classroom materials such as tests, schedules, syllabuses, lesson plans and program forms;

Assists teachers in preparing bulletin boards and proctoring examinations.

The incumbent will be required to accurately operate an alpha-numeric keyboard; however speed is not a significant factor.

## **SUBJECT OF EXAMINATION:**

The written test is designed to test for knowledge, skills and/or abilities in such areas as:

1. **SPELLING:** These questions test your ability to spell words that are used in written business communications.
2. **ALPHABETIZING:** These questions test your ability to file material in alphabetical order.
3. **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.

**NOTE:** *A Guide to Taking the Written Test for Entry Level Clerical* is available by visiting <https://www.cs.ny.gov/testing/testguides.cfm>. If you are unable to obtain a copy of the guide online, you may call/write to the Seneca County Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165 (315-539-1710) to obtain a copy.

The ability to accurately operate an alpha-numeric keyboard will be evaluated during the probationary term.

## **RETEST POLICY:**

A candidate may not be tested more often than once every six months. Candidates may not be tested more than once with the same form of test booklet. The waiting period for retest applies whether the candidate has passed or failed.

## **ELIGIBLE LISTS:**

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year. Failing candidates may apply for retests in 6-month intervals.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

## **VETERANS CREDITS:**

Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

## **CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

## **APPLICATION FEE:**

A fee of \$5.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application.

## **APPLICATION FEE WAIVER:**

A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

**NOTE:** Religious Accommodations, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

**NOTE:** This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

## **Special Requirement for Appointment in School Districts and BOCES**

Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

### **GENERAL INSTRUCTIONS AND INFORMATION:**

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
3. Notify this agency immediately of any change of address. When writing give the title of examination.
4. Falsification of any part of the "Application for Employment" will result in disqualification.
5. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
6. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
7. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
8. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,  
Applications May Be Obtained From and Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

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If you are unable to apply online, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Finance Department along with the application, and write the examination number(s) and your Social Security Number on your check or money order. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee will not be processed for this examination.**