



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



### **DATA ENTRY MACHINE OPERATOR 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 Seneca County Departments.

**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:** As per CSEA Contract

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and either:

- (A) Six months or experience in the operation of a data entry or key punch machine; or
- (B) Satisfactory completion of a course in data entry or key punch machine operation; or
- (C) One year of experience in typing; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C).

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)**

In accordance with specific program instructions, scans source documents and transcribes selected data directly into the computer by manipulating the alphanumeric key portion of the machine;  
Locates proper source data files and makes changes, additions or corrects errors;  
Compares data transcribed where appropriate as displayed on a visual screen with the source document and corrects any errors;  
May be required to attend formal classroom instructions related to the position;  
Completes "batches" or source documents, records specific information on worksheets and indicates completion of the work on the batch;  
Verifies data previously transcribed or entered in order to detect errors by re-entering the data using the same source documents originally used.  
Generates reports as requested;  
Programs computers to produce reports.

## **SUBJECT OF EXAMINATION:**

This will be a performance test which will require you to use a personal computer (PC) to enter data into electronic records. You will enter three sets of data. One set will consist of all numbers, another of all letters, and the third will consist of both numbers and letters. You will be rated on both speed and accuracy. Each of the three sets will have a 10 minute time limit. In order to pass the test you must enter the data at a rate of at least 6000 keystrokes per hour and with an error rate of not more than 3 percent.

## **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 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.

## **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.