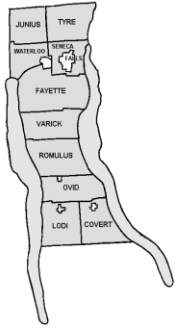


# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



### **Human Resources Assistant Exam Number 68538**

**VACANCIES:** At present there is one vacancy in the Seneca County Department of Human Resources. This eligible list will be used to fill this and any future vacancies as they occur in Seneca County.

**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 Seneca County for at least one month prior to the date of certification and are residents of Seneca County at the time of appointment

**SALARY:** 2018 starting rate: \$35,429 per year

#### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a Regionally Accredited or New York State Registered Two Year College or University with an Associate's Degree in Secretarial Science, Business Administration, or a related field, with a minimum of 12 credit hours of study in computer related courses, and one year of experience in office administration; OR
- B. Graduation from high school or possession of a High School Equivalency Diploma and three years of experience in senior level clerical work which included working extensively with windows based or similar software; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

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

Examination To Be Held:  
January 5, 2019

Applications Accepted Up To:  
November 30, 2018

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Acts as receptionist, answering questions from county employees, the general public and officials of civil divisions served by the Human Resources Department;  
Transfers personnel data from source documents directly into a computer system via data entry input device and makes additions, deletions and changes as necessary;  
Participates in the maintenance of roster records and other personnel record files by performing data entry, scanning and filing;  
Processes and reviews personnel changes for conformance with laws, rules and regulations and advises appointing authorities on basic civil service procedures;  
Tracks civil service transactions such as probationary, provisional and temporary appointments;  
Reviews payrolls for completeness and correctness of entries for certification;  
Prepares, types and circulates announcements for examinations;  
Maintains civil service records, including but not limited to, canvasses, certifications and reports of personnel changes;  
Assists in the review of candidates' applications for appointment;  
Assists in the processing of payrolls, including review of timesheets for accuracy, data entry, and related transactions and reporting;  
Administers and/or monitors civil service examinations;  
Performs other clerical duties relating to human resource administration as assigned.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Office record keeping

These questions test 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 percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

2. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

#### 4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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:  
<https://www.cs.ny.gov/testing/testguides.cfm>

**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.

**CROSS-FILING:** If you cross file for the 1/05/19 examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

**APPLICATION FEE:** A fee of **\$10.00** 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 on-line application, or alternatively be mailed to the Seneca County Department of Human Resources, 1 DiPronio Drive, Waterloo, NY 13165 and received BEFORE the application deadline in order for your application to be processed for this examination.**

Payments by check or money order must be made payable to Seneca County Finance Department with the examination number(s) written on the check or money order. 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, or such fee is not mailed to the Seneca County Department of Human Resources, 1 DiPronio Drive, Waterloo, NY 13165 BEFORE the application deadline, will not be processed for this examination.**

**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 at this web page: <https://seneca-portal.mycivilservice.com/Application-Fee-Waiver%20ADA.pdf> and submit it with your application.

**NOTE:** Religious accommodation, 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.

**NOTE:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, ‘Spell Checkers, Personal Digital Assistants, Address Books,’ Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is RECOMMENDED.**

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

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps>
2. Before filling out your application, read the announcement for this examination carefully to determine if you clearly meet the minimum qualifications for this exam.
3. 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.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the “Application for Employment” will result in disqualification.
6. 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.
7. The candidate must complete an “Application for Employment” for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time paid experience. (Part-time paid experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.  
SENECA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Posting Date: **November 2, 2018**