



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



SENIOR 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 and two years of clerical experience which shall have involved typing.

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)

Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;

Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;

Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedure;

Conducts routine correspondence on matters where policies and procedures are well defined;

Supervises and participates in the typing, issuing and recording of applications, licenses and permits;

Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;

Oversees and participates in the typing, processing, indexing, sorting, recording and filing of a variety of control records and reports;

Is responsible for the maintenance of personnel records and preparation and typing of payrolls;

Answers telephone and gives out routine information or relieves at switchboard;

Occasionally operates, computing, calculating and other machines;

Cuts and proofreads stencils.

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 for the ability to spell words that are used in written business communications.
2. **GRAMMAR, USAGE, PUNCTUATION:** The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.
3. **KEYBOARDING PRACTICES:** These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In additions, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
4. **OFFICE RECORD KEEPING:** These questions evaluate 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.
5. **OFFICE PRACTICES:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow, setting priorities, dealing effectively with staff, visitors and callers, filing and retrieving information, safeguarding confidentiality; using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office.

NOTE: *A Guide to Taking the Written Test for Senior Typist* is available by visiting <https://www.cs.ny.gov/testing/localtestguides.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 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.**