

# CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR CLERK, TYPIST AND RELATED TITLES ENTRY LEVEL CLERICAL EXAMINATION

Clinton County is an ADA, EOE Employer

For further information on announced exams:

Visit our website: [www.clintoncountygov.com](http://www.clintoncountygov.com)

Contact: Clinton Co. Department of Personnel, 137 Margaret Street, Plattsburgh, NY 12901 (Telephone 518-565-4676)

## **CONTINUOUS RECRUITMENT EXAM**

**Examination #80-380**

**APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS:** There is no deadline by when an application must be received. Exams will be held periodically. Candidates will be contacted by email as soon as possible with the date and location for the written exam.

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and remains on the list for two years. Regardless of the exam date, the scores for the examination are inter-filed in rank order with existing candidates' scores to form a constantly changing eligible list. You may apply for retest at six-month intervals. In cases where candidates have taken a re-test and have multiple ranks on the eligible list, the highest score will be certified, but only for the period of eligibility established from the test administration resulting in that score. All passing candidates will be considered for the Clerk, Library Aide, Library Clerk titles. To be considered for Typist and Library Aide/Typist, you must also provide proof of typing ability (see minimum qualifications). Your rank on the eligible list will be determined by your score on the written test only.

**RESIDENCY:** Applicants must be residents of Clinton County for at least thirty (30) days immediately preceding the date of the examination. Essex County residents may apply but will only be certified to those agencies that you are a resident of (AuSable Valley Central School District, Champlain Valley Educational Services (CVES), C-E-F Library System. Franklin County residents may also apply but will only be certified for C-E-F Library System. Warren and Washington County residents may also apply but will only be certified to CVES.

**SALARY RANGE:** Salary is dependent upon location of vacancy and classified title.

**VACANCIES:** The eligible list established as a result of this exam will be used to fill present and future vacancies that may occur in Clinton County Departments, Towns, Villages, School Districts, City of Plattsburgh, Clinton Community College, Public Authority or Special Districts. Preference may be given to residents of a particular area who have been so for (30) thirty days when making appointments. Examples of the types of entry-level clerical titles this examination would be used for by appointing authorities are: Clerk, Library Aide, Library Clerk, Library Aide/Typist, Typist, as well as other titles that are approved as related entry level clerical titles.

**MINIMUM QUALIFICATIONS:** Candidates must meet the qualifications, as noted, to be eligible to sit for this examination. All experience must be paid experience, unless specifically noted otherwise.

**MINIMUM QUALIFICATIONS FOR CLERK & LIBRARY AIDE, LIBRARY CLERK:** Graduation from high school or possession of a high school equivalency diploma.

**NOTE:** Clerical office experience may be substituted on a year- for-year basis for high school.

**NOTE:** A copy of your high school diploma or equivalency must be attached to your application, unless you qualify as a conditional candidate, then you must submit a letter from your educational institution indicating your anticipated date of graduation is within three (3) months of the examination date.

**MINIMUM QUALIFICATIONS FOR TYPIST & LIBRARY AIDE/TYPIST:** Graduation from high school or possession of a high school equivalency diploma and proof of typing ability\*.

\*Proof of typing ability:

- Describe in detail work experience that included typing, OR
- Provide a transcript (high school, trade school or college) indicating a course in typing, computer, or data entry, OR
- Provide an acceptable typing waiver showing an ability to type at 35 wpm (See Waiver Policy)

**NOTE:** Clerical office experience may be substituted on a year- for-year basis for high school study but you must still possess proof of typing ability as indicated above.

**NOTE:** A copy of your high school diploma or equivalency must be attached to your application, unless you qualify as a conditional candidate, then you must submit a letter from your educational institution indicating your anticipated date of graduation is within three (3) months of the examination date. To fulfill the required experience in typing, be sure to clearly indicate work experience that included typing on your application, or attach to your application a copy of a transcript showing completion of a course in typing, or attach a typing performance test waiver as described in this announcement – Waiver Policy.

**ANTICIPATED ELIGIBILITY OF MINIMUM QUALIFICATIONS:** Candidates who expect to complete their educational requirement within three (3) months following the examination date, may be admitted to the examination on a conditional basis:

- In order for conditional candidates to be eligible to sit for the examination they must obtain a signed letter, on official letterhead from their educational institution, indicating their anticipated date of graduation and the anticipated date of graduation must be within three (3) months following the examination date.
- Conditional candidates who pass the examination will not be certified for appointment until they have submitted proof that their successful completion of the educational requirements was within three (3) months of the examination date, and their application has been approved by the Personnel Department.
- Conditional candidates who fail to submit successful completion of their educational requirements during their two-year eligibility date, will be required to re-test.

**WAIVER POLICY FOR TYPING:** Qualifying on a performance test, typing at the minimum **required rate of speed of (35 WPM)**. Acceptable proof consists of a photocopy of an official transcript or other official certification (including letters on official letterhead) indicating the speed of the typing test and passing results from the following recognized agencies: Schools, Colleges, Business or a New York State approved or recognized training program for typists, secretaries, or similar office clerical positions, New York State Department of Labor Job Service, Temporary Employment Agency, or photocopies of an official notice received from taking a typing test administered here at our local Civil Service Office/Department of Personnel.

**DISTINGUISHING FEATURES OF THE CLASS-TYPIST:** The work is primarily performing a variety of routine clerical work involving fulltime or substantial part-time typing. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on new or difficult assignments. Except for the ability to type, this class is equivalent to the class of Clerk, Library Aide and Library Clerk. Alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for an incumbent in this title. The incumbent does related work as required. (See job description for Library Aide/Typist for additional features.)

**DISTINGUISHING FEATURES OF THE CLASS-CLERK:** This is primarily work of a routine nature involving the performance of standardized clerical tasks. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on all new or difficult assignments. Work is reviewed by immediate observation, by constant checks on completed work, periodic or spot checks, cross checking, or at another step in the clerical process. The incumbent does related work as required. (See job description for Library Aide, Library Clerk for additional features.)

**USE OF CALCULATORS:** **Calculators are RECOMMENDED for this examination.** Candidates have the option of bringing a quiet hand-held, solar or battery powered calculator to this examination unless specifically notified that their use is prohibited. 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, other reference materials, scrap paper or any other materials that are not required.

**SUBJECTS 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. **RECORD KEEPING:** These questions evaluate your 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.
4. **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.

**TEST GUIDE:** The New York State Department of Civil Service has published a test guide intended for candidates to prepare for the Entry-Level Clerical Series examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test. The New York State Department of Civil Service is making a copy of this test guide and other related information available on its website at <https://www.cs.ny.gov/testing/testguides.cfm>. In addition, a copy of this test guide can be obtained at our local civil service office at 137 Margaret Street, Plattsburgh, NY.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site.

If you have applied to take a written test announced by New York State scheduled to be held on the same test date as this written test, you must notify us no later than two weeks before the test date. All examinations for positions in State government will be held at a State examination center.

Be sure to check “Yes” in the Conflicting Exams Section on the first page of your application and include in the Remarks Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or New York State.

If you are taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site.

You must call our office at 518-565-4676 no later than two weeks prior to the examination date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.

### **GENERAL INSTRUCTIONS:**

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **BE SURE YOU ANSWER EVERY QUESTION** before filing your application. **AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. The Clinton County Dept. of Personnel will email you an admittance letter when and where to appear for the exam. If you fail to receive an admission letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.
3. Restrictions on employment may exist for candidates who are under 18 years of age.
4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.
5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County’s “Veterans’ Rights For Exams” Summary from the Clinton County Dept. of Personnel or visit our website: [clintoncountygov.com](http://clintoncountygov.com).
6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.
7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of four (4) years. Continuous Recruitment scores will be established for a period of two (2) years and inter-filed to form a constantly changing eligible list.
9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.
10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.
11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.
12. **USE OF CALCULATORS:** Unless otherwise notified, 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 or other reference materials.
13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.
14. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.
15. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: [clintoncountygov.com](http://clintoncountygov.com) – Personnel Dept. – Exam Weather Alert.
16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.
17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.
18. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have “served” in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
19. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.
20. Clinton County is in compliance with ADA requirements.