

# CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR SENIOR CLERK

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)

<b>Examination No.:</b>	<b>#65-053</b>	<b>Vacancy:</b>	<b>Varies</b>
<b>Issued:</b>	<b>09/08/17</b>	<b>Salary Range:</b>	<b>Dependent on location</b>
<b>Closing Date for Filing:</b>	<b>09/29/17</b>	<b>Filing Fee:</b>	<b>\$12.50 (Cash, Check, Credit Card, Money Order)</b>
<b>Examination Date:</b>	<b>10/28/17</b>	<b>Calculators-ALLOWED - See General Instructions</b>	

THE CLINTON COUNTY DEPARTMENT OF PERSONNEL MUST RECEIVE APPLICATIONS AND A \$12.50 FILING FEE (CASH, CHECK, CREDIT CARD, OR MONEY ORDERS MADE PAYABLE TO THE CLINTON COUNTY TREASURER) BY **FRIDAY SEPTEMBER 29, 2017 AT 5 O'CLOCK P.M.** APPLICATIONS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE ACCEPTED.

**ELIGIBLE LIST:** The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur in Clinton County departments, towns, villages, school districts and the City of Plattsburgh. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

**NOTE:** Secretarial training beyond high school may be credited on a year-for-year basis for experience.

**NOTE:** Attach to your application a copy of your high school diploma or equivalency, college transcripts and/or diploma, and any certificates applicable based on the minimum qualification listed above.

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. The incumbent exercises independent judgment in the application of prescribed procedures in completing work assignments. Positions in this class are identified by the extent of assigned responsibility and the scope of freedom of action allowed in completing assigned duties. For the most part, work is performed under general supervision. Supervision may be exercised over the work of subordinate clerical employees. The incumbent does related work as required.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

2. 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 percent's. 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.

3. Operations with Letters and Numbers

These questions test for skills and abilities in operations involving alphabetizing, 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.

4. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**TEST GUIDE STATEMENT:** 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: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**APPLICATION FEE:** A filing fee of \$12.50 is required for each separate examination for which you apply. The required fee must accompany your application. This fee is non-refundable, and can be paid by: cash, credit cards, check or money order payable to the Clinton County Treasurer office. Since no refunds will be made, you are urged to compare your qualifications carefully with the minimum qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. The application fee will not be refunded upon failure to qualify for the exam. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded.

Individuals receiving public assistance (Medicaid, Home Relief or Aide to Dependent Children) from a State or local Social Services Agency or Supplemental Social Security (SSI) payments can request waiver of the application fee. Attach written verification of eligibility from the agency from which you receive assistance to your application(s). This verification must include the name of the agency from which you are receiving public assistance or SSI, the type of assistance being received and the case number you have been assigned. The verification must also include effective dates of assistance or SSI payments and be signed and dated by the proper authority.

If requesting a fee waiver as unemployed and primarily responsible for the support of a household, you must submit a signed written statement indicating that you are the primary support of a household which includes the name and address of the last place of employment; date employment ended; names, relationship and income of others within the household; and whether or not unemployment insurance is being received. An updated verification must be submitted with each application. Such waiver is subject to verification and if not supported by appropriate documentation, are grounds for requiring submission of the \$12.50 application fee.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score. A processing fee may be charged if your check is not cleared by the bank.

**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 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 5 o'clock p.m. on 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 notify you by 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 4 years.
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.

Revised 8/4/17