

CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR TYPIST LIBRARY AIDE/TYPIST

Clinton County is an ADA, EOE Employer

For further information on announced exams:

Call our Exam Line: 565-4455

Visit our website: clintoncountygov.com

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

CONTINUOUS RECRUITMENT EXAM

Examination No.: #80-380

APPLICATIONS AND FILING FEES WILL BE ACCEPTED ON A CONTINUOUS BASIS – There is no deadline by when an application must be received.

FILING FEE: At the time of application, the Clinton County Department of Personnel must receive a \$12.50 filing fee (check or money order made payable to the Clinton County Treasurer).

WRITTEN EXAMINATION: Exams will be held periodically. Candidates will be contacted by mail as soon as possible with the date and location for the written examination. A typing performance test will be held at a later date.

TYPING PERFORMANCE TEST: If you have taken more than one exam in a calendar year that included a typing performance test, you may be required to submit a typing waiver for this exam. See Page 3 - Typing and Waiver Policy.

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.

You must pass the written and performance tests in order to be placed on the eligible list. 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, BOCES (CV-TEC), Town of AuSable, C-E-F Library). Franklin County residents may also apply but will only be certified to C-E-F Library. Warren and Washington County residents may also apply but will only be certified to BOCES (CV-TEC).

SALARY RANGE: Salary dependent upon location.

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 and the City of Plattsburgh. Preference may be given to residents of a particular area who have been so for thirty days when making appointments.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. All experience must be paid experience unless otherwise noted.

Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses or experience in computer, typing, or data entry.

NOTE: A copy of your high school diploma or equivalency must be attached to your application. 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.

NOTE: Clerical office experience which included computer, typing, or data entry may be substituted on a year-for-year basis for high school study.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily routine clerical work involving full-time 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. Excepting the ability to type, this class is equivalent to the class of 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.

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 examination will consist of a weighted written test and qualifying (pass/fail) typing performance test(s).

WRITTEN TEST: 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 candidate preparation use for this particular 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 web site at www.cs.state.ny.us/testing/localtestguides.cfm. In addition, a copy of this test guide can be obtained at our local civil service office. Please stop in the office at 137 Margaret Street, Plattsburgh, NY 12901 or call this office at 565-4676 for more information on how to obtain a copy of this guide.

QUALIFYING PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test administered at a later date from the written test. You must pass both the written test and the typing performance test to be considered for appointment. Since the performance test is qualifying (pass/fail), your final score for the exam will be the score that you achieve on the written test.

Candidates may be invited to the performance test in the order of the scores they achieve on the written test. Clinton County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

TYPING: The typing performance test is a computerized test of keying speed and accuracy. Candidates take the test on a computer (PC). The computer program requires no prior knowledge of software. The program leads you through a set of instructions including a three-minute practice session, followed by a five-minute test.

In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is 8. (Note: A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.)

WAIVER POLICY: The performance test may be waived if, when applying for the examination, you provide proof of either:

1. Qualifying on a performance test in typing at the required rate of speed within the last four years. 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 from a recognized high school, CVES, college, business or military school or a New York State approved or recognized training program for typists, secretaries, word processors or similar office clerical positions or photocopies of official notice of the results of a typing test administered by the New York State Department of Civil Service or the New York State Department of Labor Job Service or a local civil service agency.

OR

2. You are currently employed in a Clinton County department, town, village, school district, special district or the city of Plattsburgh which falls under the jurisdiction of Clinton County Department of Personnel and presently hold a permanent or contingent-permanent position in a title that required a typing performance test at or above the rate of speed required for this examination. Indicate that you meet this criteria in the "Remarks Section" on the last page of your application.

Candidates who do not submit an acceptable waiver will be contacted to schedule a performance test after passing the written exam. Waivers are accepted though the dates of the scheduled performance test.

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. Your check or money order must be made payable to the Clinton County Treasurer and have the examination number(s) on it. **WE WILL NOT ACCEPT CASH.** 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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied for any other civil service examination to be given on the same test date for employment with New York State or other local government jurisdictions, excluding New York City, arrangements must be made to take all the examinations at one test site.

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 the 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.

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.
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 Department will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 2 years unless exhausted prior to that date. The Personnel Director may extend lists not to exceed 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. **EDUCATIONAL LOANS:** Section 50-b of Civil Service Law requires that Civil Service exam applications contain a question asking applicants if they have any loan made or guaranteed by the NYS Higher Education Services Corporation currently outstanding, and if so, whether or not the applicant is presently in default on any such loan. The Clinton County Dept. of Personnel is required to transmit to the Higher Education Services Corporation, prior to the exam date, the name and address of any applicant who answers either or both of these questions affirmatively.
15. **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.
16. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. In the event that we cannot hold an exam due to extreme weather conditions, we will announce cancellation on the morning of the scheduled exam. Please tune to local radio or television stations for details.
17. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.
18. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.
19. **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.
20. **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.
21. Clinton County Dept. of Personnel reserves the right to terminate this special requirement program at any time and reestablish a program of periodic testing for this title.
22. Clinton County is in compliance with ADA requirements.