

CONTINUOUS RECRUITMENT

PROMOTIONAL EXAMINATION FOR

SENIOR TYPIST

Exam Number: 09-705

Examination will be held on an as needed basis
Applications Accepted Continuously

***Processing Fee:** Seven dollar and fifty cent (**\$7.50**) non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Commissioner of Finance will be accepted.** Please be sure to include applicant's name, social security number and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED**

***Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file.**

Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2185.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at www.gbroomecounty.com.**

MINIMUM SALARY

Varies with location

VACANCIES

Anticipated

LOCATION OF WORK

Towns, Villages, School Districts and Special Districts

Eligible list: Successful candidates will be certified to fill vacancies only in the civil division in which they are employed. Separate lists will be established for each town, village, school district, and special district, and one eligible list will be established for all County Departments. In accordance with Section 52 of Civil Service Law, employees in a promotional unit (County department, town, village, school district or special district) in which a vacancy occurs will be certified first for appointment.

DUTIES: This position is responsible for the accurate performance of a wide variety of typing and clerical duties which require specialized knowledge of office policies and procedures and/or the supervision of a number of clerical subordinates. The work is performed under general supervision in accordance with established routines. The position differs from that of typist because the duties are more complex and/or include the supervision of others. Does related work as required.

PROMOTIONAL QUALIFICATIONS: On or before the date of the examination, candidates must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in any town, village, school district or Special District under Broome County jurisdiction and must have served continuously on a permanent or contingent permanent basis for 24 months preceding the date of the written test as a Typist or Receptionist-Typist.

NO PERFORMANCE TEST IS REQUIRED.

Religious accommodation/handicapped candidates/military personnel: If special arrangements for testing are required, indicate this on your application form.

Special Requirement for Appointment in School Districts and BOCES

Per 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.

RETESTING: Once you have participated in the written examination, you will not be permitted to participate in the same written examination for a period of six (6) months.

SUBJECT OF EXAMINATION: Written test 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 and 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 addition, 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 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.

Candidates must bring their social security card, picture ID, and two sharpened #2 pencils to the examination. Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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.

Seniority Credit: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule:

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| Less than 1 year.....0 points | Over 11 years up to 16 years.....3 points |
| 1 year up to 6 years.....1 point | Over 16 years up to 21 years.....4 points |
| Over 6 years up to 11 years2 points | Over 21 years.....5 points |

A study guide for the written test for is available upon request by calling 607-778-2185 or writing to the Broome County Department of Personnel, PO Box 1766, Binghamton, NY 13902. You may also view and/or download this guide from our website at: www.gobroomecounty.com.

TERMINATION OF PROGRAM: The Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

Rating: The written examination is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

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 the Department of Personnel 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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

General Information/Instructions: A copy of the general instructions, announcements and applications may be obtained upon request to the Broome County Department of Personnel Department or from our website at www.gobroomecounty.com.