

CONTINUOUS RECRUITMENT

OPEN COMPETITIVE EXAMINATION FOR SENIOR TYPIST

Exam Number: 12-005
Examination will be held on an as needed basis
Applications Accepted Continuously

Processing fee: Fifteen dollar (\$15.00) 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 Director of Management and Budget will be accepted. The fee is non-refundable.** 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.**

Admission notices will be mailed to all approved candidates.

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.gobroomecounty.com.**

MINIMUM SALARY
Varies with location

VACANCIES
Anticipated

LOCATION OF WORK
Towns, Villages, Schools and Special Districts

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade. The rank of eligibles changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination.

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.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree in secretarial science or closely related field, or
- B) Graduation from high school or possession of a general equivalency diploma and one (1) year of general office/clerical experience involving the use* of a typewriter and/or personal computer; or
- C) Two (2) years of general office/clerical experience involving the use* of a typewriter and/or personal computer, or
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Post secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substituted for the above described experience on a year for year basis.

***NOTE:** Data input, i.e. inputting lists of items, numbers, or other data into computers or completing forms that appear on a computer screen is NOT acceptable experience.

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

PERFORMANCE TEST: The **typing test** will consist of a test of accuracy and speed of typing at a minimum acceptable rate of 35 words per minute. The test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. Should you fail the first typing test, a second test will be offered to you immediately. If you fail both typing tests, your name will not appear on the eligible list for these positions. **The typing performance test will be waived for candidates who have already passed a typing performance test administered by a New York State Municipal Service Agency (ie: Broome County, City of Binghamton, etc.) at a rate of at least 35 words per minute in the last two years. Waivers for typing performance tests must be submitted with your examination application. If your waiver is not acceptable, you will be notified by mail. Your score on the eligible list will be based on your score on the written test.**

WAITING PERIOD AFTER FAILING THE TYPING TEST BEFORE A NEW APPLICATION CAN BE SUBMITTED: If a candidate is unsuccessful on a typing performance test, the written test will not be administered and the candidate must wait six (6) months before re-applying for the same examination. However, if after the unsuccessful typing performance test, the candidate qualifies on another performance test and is eligible for a typing waiver, the candidate may use the waiver and reapply for this written test without waiting the required six months.

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. Under no circumstances will a candidate be allowed to take more than four (4) typing tests within a six (6) month period.

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. 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.

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: <http://www.gobroomecounty.com/personnel/PersonnelExams.php#studyguides>.

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: This 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 test.

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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

Continuous recruitment form -2012

Date of Issue: 2012

Senior Typist-OC