

TYPIST I

Date Published: 07/07/2011

Open Competitive Examination #: 00-001

Application Deadline:

Promotional Examination #: None

Application Filing Fee (Non-Refundable): \$15.00

ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

CONTINUOUS RECRUITMENT: This examination is part of a continuous recruitment program. Names of passed candidates will be inter-filed on the eligible list, regardless of when they were tested. A candidate's eligibility begins when his/her name is placed on the eligible list and continues for two years.

Applications will be accepted on a continuous basis, although candidates are allowed to re-file for the exam only once every six (6) months. Only those applications received by the application deadline as listed below will be scheduled for the corresponding Test Date:

APPLICATION DEADLINE - TEST DATE

October 18, 2011 - December 3, 2011

March 27, 2012 - May 12, 2012

June 2012 - August 2012 (to be determined)

Candidates should be aware that because this is a continuous recruitment list, all results of canvass (i.e. declinations, restrictions) will remain in effect for the duration of the eligible list. Restrictions to the certification of your name from this list may only be withdrawn through written notice to our department. If candidates are added to more than one eligible list as a result of examination, the higher score will remain in effect. The Onondaga County Department of Personnel reserves the right to terminate the continuous recruitment program for this title and establish a periodic type of examination.

SALARY AND VACANCIES: This title currently exists in the following locations:

Onondaga County - \$27,653 - \$30,511 (2011)

City of Syracuse - \$22,282 - \$26,621 (2010/2011)

Schools, Towns, Villages, Special Districts Salaries Vary.

The resulting eligible list will be used to fill present and future vacancies in any jurisdiction where the title exists. Changing conditions may make it necessary to certify for future vacancies at higher or lower salaries than those announced.

DUTIES: The work involves responsibility for performing clerical and typing duties of a routine nature. Does related work as required.

RESIDENCE REQUIREMENT FOR EXAMINATION: Candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam. Preference in appointment may be given to local residents and appointments to positions in some municipalities are subject to residence requirements pursuant to local laws.

MINIMUM QUALIFICATIONS: None.

SUBJECT OF EXAMINATION (Two Part Examination): This examination will consist of a qualifying weighted written test, and a qualifying (pass/fail) typing performance test (held at a later date). Only candidates who pass both parts of the test will be considered for appointment.

The written test will be 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.

CALCULATORS: Use of calculators is **RECOMMENDED** for this exam. Candidates should bring 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.

TEST GUIDE: The New York State Department of Civil Service has published an Entry-Level Clerical/Typist Series Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample 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 <http://www.cs.state.ny.us/testing/localtestguides.cfm>. In addition, a copy of this Test Guide can also be obtained at our Local Civil Service Office. Please stop in the Onondaga County Personnel Dept at 421 Montgomery St. 13th floor, or call this office at 435-3537 for more information on how to obtain a copy of this Test Guide.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must qualify on the typing performance test within one (1) month of written test score notification. You must pass both the written test and performance test to be considered for appointment. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers (PCs). The computer program requires no prior knowledge of software. A written description of the software will be provided at the test site.

The test is five minutes long and is preceded by a three-minute practice session. The text passage is displayed on a split-screen. Candidates enter ("key" or "type") as much of that passage as they can during the time available.

REQUIRED RATE AND SPEED: 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 error is 8. (Note: A word is defined as five characters.) The rating formula divides the total number of keystrokes by five to determine the number of words entered.)

Scheduling a Typist Performance Test: To take a typing test, go to CNY Works at 443 North Franklin Street, Syracuse, NY; phone - (315) 473-8250. Candidates must qualify on a typing performance test at the required speed and accuracy prior to final eligible list establishment. Candidates who fail the performance test will be permitted one retest given on the same day as the original performance test.

PERFORMANCE TEST WAIVER POLICY: Documentation that supports a typing waiver, as noted below, must be submitted to this office within one (1) month of passing written notification. The performance test may be waived for candidates who have passed the performance test within five (5) years of the date of the written examination at the rate of speed required for this examination (see above). Such candidates must provide verification from the agency that administered the test, including the agency name and address, test date, and the passing rate of speed. The performance test must have been administered by one of the following agencies:

- the Onondaga County Department of Personnel;
- the NYS Department of Civil Service;
- any local municipal civil service agency within the State of New York;
- or CNY Works, Inc. (to schedule a typing test with CNY Works call (315) 473-8250)

B) Candidates who are employees of Onondaga County, the City of Syracuse, or any agency under the jurisdiction of Onondaga County and currently hold permanent or contingent permanent competitive class status in a position that required a typing performance test at the rate of speed required for this examination may be waived from the performance examination. Such candidates must submit a written request and supply appropriate documentation as required to this office.

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope)

or downloaded at www.ongov.net/Employment/document_center.

APPLICATION FEE: Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single check/money order or credit card form. You may pay by check, money order or by VISA or MasterCard, payable to Chief Fiscal Officer. Cash will be accepted only if paying in person. Payment must accompany your application(s) (indicate examination number(s) and your social security number on your check or money order).

APPLICATION FEES ARE NON-REFUNDABLE. You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they accompany your application.

If you want Proof That You Submitted Your Application and/or Examination Fee, ask for a receipt or, if mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

NOTE: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in full, you will not be permitted to participate in any examination(s) or be considered for appointment from resultant eligible lists.

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for 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 (SSI); or Public Assistance (Temporary Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or are certified Workforce Investment Act eligible through a State or local service agency. A waiver of application fee will also be allowed if you are an Onondaga County resident and have honorably served or are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or current DD2-Military ID card or a Statement of Honorable Service from Unit to completed Application Fee Waiver Request and Certification form). All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an Application Fee Waiver Request and Certification form and submit it with your application by the close of business at 4:30pm on the last file date as listed on the Examination Announcement.

The Application Fee Waiver Request and Certification form can be found in our office lobby or on our website in the Document Center.

ADDITIONAL CREDIT TO 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 this office 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.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veterans Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel, or by mail (include a self addressed stamped envelope) or downloaded online at www.ongov.net/Employment/document_center. Veterans credit can only be added to a passing score on the examination. No credit may be granted after the establishment of the list. Candidates currently in the armed forces may apply for and be conditionally granted veterans credit in examinations. Any candidate who applies for conditional credit must provide proof of their military status with their application for examination or by one month following the date of examination. When discharged, it is the responsibility of the candidate to provide appropriate documentary proof, indicating that service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veterans credit.

LAST FILE DATE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail after the last file date or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the last file date will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243-C of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period of a civil service examinations, or

individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced, shall be permitted to file an application for the examinations no later than ten (10) business days before the scheduled date of the examination or the last file date, whichever is later.

EXAM INFORMATION: FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO WIXT NEWS CHANNEL 9, or WTVH NEWS CHANNEL 5

EXAM NOTICE: Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

EXAM ACCOMMODATIONS: If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a paper attached firmly to your application.

RELIGIOUS ACCOMMODATION: Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

EXAM RATING: When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates and are subject to verification. Falsification of any part of the Application for Employment may result in disqualification and possible legal action.

MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination(s).

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. No attempt will be made by this department to locate candidates who have moved. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/Employment/document_center.

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders (DD214) along with his/her request for a make-up exam within sixty (60) days of release from active duty.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving contact with students, a clearance for employment from the State Education Department is required.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING: Candidates for appointment or promotion to Onondaga County government positions that are designated as safety sensitive are required to undergo pre-employment drug testing for alcohol and drugs after a conditional offer of employment has been extended and prior to any applicants performance of a safety-sensitive function.

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.

SPECIAL NECESSARY REQUIREMENT: Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State drivers license and a dependable personal vehicle or must

have reasonable access to private/public transportation.