

# SCHEENECTADY COUNTY CIVIL SERVICE COMMISSION



## SCHEENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

### OPEN COMPETITIVE EXAMINATION

**EXAM TITLE:** ELIGIBILITY CLERK  
SCHEENECTADY COUNTY  
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES  
AS NEEDED.

**EXAM NUMBER:** 60-801

**SALARY RANGE:** \$31,736 - \$37,286 (2015)

**LAST DATE FOR FILING:** AUGUST 31, 2015

**DATE OF EXAMINATION:** OCTOBER 17, 2015

**RESIDENCY REQUIREMENT:** IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF SCHEENECTADY COUNTY FOR AT LEAST ONE (1) YEAR.

**DUTIES:** UNDER GENERAL SUPERVISION, AN INCUMBENT IN THIS POSITION COMPLETES INTAKE FORMS AND VERIFIES ELIGIBILITY OF APPLICANTS FOR VARIOUS FEDERAL AND STATE FUNDED PROGRAMS. THIS LEVEL OF WORK ENTAILS THE LEARNING OF APPLICABLE REGULATIONS, ESTABLISHED POLICIES, AND PROCEDURES RELATED TO ELIGIBILITY THROUGH THE REVIEW AND EVALUATION OF APPLICATIONS FOR THE AGENCY'S ASSISTANCE, MAINTENANCE OF AGENCY RECORDS, AND SUPERVISED CONTACT WITH APPLICANTS. SUPERVISION IS NOT A RESPONSIBILITY OF THIS CLASS. DOES RELATED WORK AS REQUIRED.

**MINIMUM QUALIFICATIONS:** (ON THE DATE OF THE WRITTEN TEST)

POSSESSION OF A HIGH SCHOOL DIPLOMA OR EQUIVALENCY AND:

- (A) SATISFACTORY COMPLETION OF SIXTY CREDITS FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY; OR
- (B) TWO YEARS OF CLERICAL EXPERIENCE, ONE YEAR OF WHICH MUST HAVE INVOLVED THE PROCESSING, EXAMINATION, OR EVALUATION OF FORMS, CLAIMS, OR APPLICATIONS, OR INTERVIEWING CANDIDATES FOR PROGRAM PARTICIPATION FOR THE RECEIPT OF BENEFITS.

***WHEN COLLEGE EDUCATION IS REQUIRED TO MEET THE MINIMUM QUALIFICATIONS, A COLLEGE TRANSCRIPT (MAY BE AN UNOFFICIAL COPY THAT CLEARLY SHOWS COLLEGE NAME, DEGREE/CREDITS, ETC...) MUST ACCOMPANY THE APPLICATION FOR EXAMINATION OR APPLICATION WILL BE DISAPPROVED.***

**NOTE:** APPROPRIATE PART-TIME AND/OR VOLUNTEER EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

**SPECIAL NOTE:** PERMANENT APPOINTMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK.

AS NO REFUNDS WILL BE MADE OF THE EXAM FEE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED. THE

EDUCATION AND EXPERIENCE (INCLUDING THE PERCENTAGE OF TIME SPENT PERSONALLY PERFORMING THE DUTIES OF EACH EMPLOYMENT) YOU INDICATE ON THE APPLICATION WILL BE VERIFIED AND COMPARED TO THE "MINIMUM QUALIFICATIONS" FOR THE POSITION. OMISSIONS OR VAGUENESS WILL NOT BE INTERPRETED IN YOUR FAVOR.

**TOLERANCE POLICY:**

CANDIDATES WHO DO NOT POSSESS THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS AS OF THE DATE OF THE EXAMINATION, BUT WHO ARE CURRENTLY ENROLLED IN THEIR LAST SEMESTER LEADING TO POSSESSION OF SUCH QUALIFICATIONS, MAY BE ADMITTED TO THE EXAM CONDITIONALLY, WITH FINAL APPROVAL FOR THEIR QUALIFICATIONS BEING GRANTED ONLY UPON SUBMISSION OF THEIR COLLEGE TRANSCRIPT **WITHIN SIXTY (60) DAYS OF THE DATE OF THE EXAMINATION.**

THE TOLERANCE WILL EXTEND ONLY TO THE ISSUE OF COMPLETING THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS. ALL OTHER MINIMUM QUALIFICATIONS MUST BE MET ON OR BEFORE THE DATE OF THE EXAM.

TO BE APPROVED ON A CONDITIONAL BASIS, THE CANDIDATE MUST PROVIDE THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, **AT THE TIME OF APPLICATION**, A COLLEGE TRANSCRIPT SHOWING THEIR CURRENT STATUS AND PENDING COURSES NEEDED TO COMPLETE THE EDUCATION QUALIFICATIONS. **FAILURE TO DO SO WILL RESULT IN APPLICATION DISAPPROVAL.**

FAILURE OF THE CANDIDATE TO SUBMIT THE FINAL COLLEGE TRANSCRIPT SHOWING COMPLETION OF THE MINIMUM POST-SECONDARY EDUCATIONAL QUALIFICATIONS WITHIN SAID SIXTY (60) DAY PERIOD **SHALL DISQUALIFY** THE CANDIDATE. FOR THIS EXAMINATION, THE SIXTY (60) DAY PERIOD IS **ON/OR BEFORE DECEMBER 15, 2015.**

**NOTE:** AN UNOFFICIAL TRANSCRIPT WILL BE ACCEPTED WHEN FILING FOR AN EXAMINATION, BUT AN OFFICIAL TRANSCRIPT MAY BE REQUIRED AT TIME OF INTERVIEW OR APPOINTMENT.

**SUBJECTS OF EXAMINATION:** A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

**1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS**

THESE QUESTIONS TEST FOR SKILLS AND ABILITIES IN CLERICAL 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.

**2. CODING/DECODING INFORMATION**

THESE QUESTIONS TEST FOR THE ABILITY TO FOLLOW A SET OF CODING RULES. SOME QUESTIONS WILL REQUIRE YOU TO CODE INFORMATION BY CONVERTING CERTAIN INFORMATION INTO LETTERS OR NUMBERS. OTHER QUESTIONS WILL REQUIRE YOU TO DECODE INFORMATION BY DETERMINING IF THE INFORMATION THAT HAS ALREADY BEEN CONVERTED INTO LETTERS OR NUMBERS IS CORRECT. COMPLETE DIRECTIONS WILL BE PROVIDED; NO PREVIOUS KNOWLEDGE OF OR TRAINING IN ANY CODING SYSTEM IS REQUIRED.

**3. 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.

**4. 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 PERCENTS. **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.

THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE **HAS NOT** PREPARED A TEST GUIDE FOR THIS EXAMINATION. **HOWEVER**, CANDIDATES MAY FIND INFORMATION CONTAINED IN THE PUBLICATION '**HOW TO TAKE A WRITTEN TEST**' HELPFUL IN PREPARING FOR THIS EXAMINATION. THIS PUBLICATION IS AVAILABLE ONLINE AT: <http://www.cs.ny.gov/testing/localtestguides.cfm> CANDIDATES NOT HAVING ACCESS TO A COMPUTER OR THE INTERNET MAY REQUEST A COPY BY CONTACTING THE SCHENECTADY COUNTY CIVIL SERVICE DEPARTMENT USING THE CONTACT INFORMATION GIVEN ELSEWHERE ON THIS ANNOUNCEMENT OR THE EXAM APPLICATION.

**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.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN  
MULTIPLE JURISDICTIONS WHEN EXAMINATIONS  
ARE SCHEDULED ON SAME DATE**

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, 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 NOTIFY OUR AGENCY, **SCHENECTADY COUNTY CIVIL SERVICE**, OF YOUR INTENT TO TAKE BOTH A STATE AND A LOCAL GOVERNMENT EXAMINATION. WHEN TAKING BOTH A **STATE** AND A **LOCAL** GOVERNMENT EXAMINATION YOU WILL BE REQUIRED TO TAKE ALL YOUR EXAMINATIONS AT A STATE EXAMINATION CENTER. YOU MUST COMPLETE A **CROSS-FILER FORM** INDICATING WHAT EXAMS YOU HAVE APPLIED FOR AND WE WILL NOTIFY NEW YORK STATE CIVIL SERVICE OF YOUR INTENT. YOU WILL BE ADVISED WHEN AND WHERE TO REPORT FOR YOUR EXAMINATIONS.

IF YOU HAVE APPLIED FOR MORE THAN ONE **LOCAL GOVERNMENT EXAMINATION** WITH MORE THAN ONE **LOCAL CIVIL SERVICE AGENCY**, YOU MUST NOTIFY EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. SCHENECTADY COUNTY HAS A **CROSS-FILER FORM** WHICH YOU MUST COMPLETE. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN **TWO WEEKS** BEFORE THE DATE OF THE EXAMINATIONS. ON THE CROSS-FILER FORM YOU WILL INDICATE ALL EXAMS YOU HAVE SIGNED UP TO TAKE AND THE LOCATION YOU WISH TO BE TESTED AT. IF YOU HAVE QUESTIONS REGARDING THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

**NOTE:** EMPLOYMENT WITHIN A SCHENECTADY COUNTY DEPARTMENT MAY BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING.

**SEE GENERAL CONDITIONS ATTACHMENT**

**DATE RELEASED:** 8/4/2015