

# SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



## SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

### OPEN COMPETITIVE EXAMINATION

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

**EXAM NUMBER:** 61-684

**SALARY RANGE:** \$33,182 - \$38,992 (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 SCHENECTADY COUNTY FOR AT LEAST ONE (1) YEAR.

**DUTIES:** THIS POSITION INVOLVES RESPONSIBILITY FOR PERFORMING DIFFICULT CLERICAL TASKS, REQUIRING THE EXERCISE OF INDEPENDENT JUDGMENT IN THE APPLICATION OF PRESCRIBED PROCEDURES AND METHODS TO ROUTINE CASES. THIS POSITION MAY BE RESPONSIBLE FOR UTILIZING A MICRO-COMPUTER, REMOTE COMPUTER TERMINAL OR SIMILAR COMPUTER EQUIPMENT IN THE PERFORMANCE OF DAILY WORK RELATED TASKS. GENERAL SUPERVISION IS RECEIVED FROM A HIGHER LEVEL CLERICAL EMPLOYEE OR OTHER SUPERVISORY STAFF MEMBER. GENERAL SUPERVISION MAY BE EXERCISED OVER THE WORK OF ONE OR MORE CLERICAL EMPLOYEES. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

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

- (A) GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA AND TWO YEARS OF CLERICAL EXPERIENCE; OR
- (B) THREE YEARS OF EXPERIENCE AS OUTLINED IN (A) ABOVE; OR
- (C) AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE AS DEFINED BY THE LIMITS OF (A) AND (B) ABOVE.

**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.

**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. 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.

**3. 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