

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE
announces **CONTINUOUS RECRUITMENT EXAMINATION FOR
TYPIST**

Updated: 6/20/19

Applications accepted continuously

Written portion of the exam will be scheduled on Saturday providing there are other civil service exams already scheduled. You must first pass the written portion of this examination. You will then be contacted to schedule the performance portion of the exam. You must pass both portions of the examination to be placed on the eligible list.

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: This examination is being held to fill vacancies, as they occur, in agencies under the jurisdiction of the Delaware County Personnel Office (including but not limited to, school districts, Delaware/Chenango/Madison/Otsego BOCES, towns and villages, and County departments).

SALARY: \$31,379 - \$33,081 Delaware County Salaries

DUTIES: The position performs routine clerical work, which involves the operation of equipment requiring the manipulation of a standard alphanumeric keyboard in accordance with standards of acceptable levels of production. The types of equipment used to produce correspondence, reports, charts, etc. include electronic word processing equipment, personal computers, data terminals, printers, etc. This position is also characterized by a broad responsibility for the performance of non-typing clerical tasks. Work is routine in nature, however, as incumbents gain experience on assignments and unit activities, additional and more complex duties are added. These additional duties do not reach the difficulty or complexity of work associated with the senior level of this series. Although detailed instructions are given for new or difficult assignments with procedures that are definitely fixed, incumbents must exercise independent judgment in applying them to specific cases. The work is performed under general supervision with direct supervision if required for certain duties. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma, including, or supplemented by, the successful completion of a typing course; Or
- B. Two years of clerical experience which shall have involved typing; Or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT FOR COMPETITIVE QUALIFICATIONS: Must pass a qualifying keyboarding test at the rate of 35 wpm.

YOU **MUST** INDICATE IN THE EDUCATION SECTION OF THE APPLICATION IF YOU HAVE HAD FORMAL TRAINING IN TYPING, AND DESCRIBE THAT TRAINING, I.E. A COURSE IN TYPING IN HIGH SCHOOL, BOCES OR COLLEGE.

NOTE: Unless otherwise specified, all required experience must be fulltime paid or its parttime paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

RESIDENCY REQUIREMENT: Candidates must have been residents of Delaware County or contiguous counties or residents of Madison County, for at least four months immediately preceding the examination date. **NOTE:** Agencies may appoint an eligible from their own jurisdiction first.

A "Guide to Taking the Written Test for Entry-Level Clerical, including Typist" is available containing sample test questions and solutions, similar to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square, Delhi, New York (607-832-5678) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

The NYS Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's web site (<http://www.cs.state.ny.us>) by clicking first on Publications, then on the booklet title.

SUBJECT OF EXAMINATION: Written test will cover 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. **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.
3. **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.

PERFORMANCE TEST: THE PERFORMANCE PORTION OF THIS EXAM WILL BE SCHEDULED BY THE DELAWARE COUNTY PERSONNEL OFFICE AFTER YOU PASS THE WRITTEN PORTION OF THE EXAM.

It is a test of keying speed and accuracy and is given on a computer using a standard keyboard. The computer program requires no prior knowledge of software. The performance test is five minutes long, preceded by a three minute practice session. The text passage is viewed on the top portion of the computer screen and candidate types on the bottom portion of the screen. Candidates type as much of that passage as they can during the time available. 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. The maximum allowable number of errors at 35 wpm is seven. **Candidates who fail the performance test will be permitted one retest on the same day as the original performance test.**

PERFORMANCE TEST WAIVER POLICY: (1) **The performance test will be waived** for candidates who have passed a typing performance test at a rate of at least 35 words per minute. The performance test must have been administered by the NYS Department of Civil Service, the NYS Department of Labor or any other local personnel/civil service office in New York State. Candidates must have passed the performance test within 24 months of the date of the written exam. **Such candidates MUST provide verification, with their examination application, from the agency that administered the performance test, including the agency name and address, title of the exam, test date and the passing rate of speed. A copy of the form showing the results of your performance test is acceptable.** (2) **The performance test will also be waived** for any candidate who is on a Delaware County eligible list at the time of the written exam or who holds a permanent appointment in a position in a agency under the jurisdiction of the Delaware County Personnel Office which includes Typist as part of their title.

NOTICE TO CANDIDATES: **THE USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.** You are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices **are prohibited.** You may not bring books or other reference materials.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, 1 Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for the delivery, from this office by the postal system, of exam announcements or other material relating to the exam.

CROSS-FILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, **YOU** must make arrangements to take all the examinations at one test site. **If you are taking a state exam you must sit at a State site.**

If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. **You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam.** Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you **MUST** call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

*****Religious Accommodation***** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons***** If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel***** Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

*****Veterans or Disabled Veterans***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof indicating the 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 veteran's credits.

*****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.

DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE
LINDA PINNER, PERSONNEL OFFICER