



CLINTON COUNTY CIVIL SERVICE EXAMINATION

For Senior Typist

Continuous Recruitment Exam

Clinton County is an
ADA, EOE Employer

Examination No.: #80-777

Issued: 02/07/2024
Salary Range: Dependent upon location
Calculators: Recommended
(See General Instructions)
Continuous Recruitment Examination

CONTACT

(518) 565-4676
137 Margaret Street, Plattsburgh, NY 12901
clintoncountygov.com

RESIDENCY REQUIREMENTS

Applicants must be residents of Clinton County for at least (30) thirty days immediately preceding the date of the examination. Essex County residents may apply but will only be certified to those agencies that you are a resident of (AuSable Valley Central School District, Champlain Valley Educational Services (CVES), Town of AuSable, C-E-F Library System). Franklin County residents may also apply but will only be certified to C-E-F Library System. Warren and Washington County residents may also apply but will only be certified to CVES.

VACANCIES

The eligible list established as a result of this exam will be used to fill present and future vacancies that may occur in Clinton County Departments, Towns, Villages, School Districts and the City of Plattsburgh. Preference may be given to residents of a particular area who have been so for (30) thirty days when making appointments.

DISTINGUISHING FEATURES OF THE CLASS

This is moderately difficult and varied clerical and typing work requiring full-time or substantial part-time use of a typewriter or computer. The incumbent exercises independent judgment in completing work assignments. Work is completed within the limits of prescribed or established procedures. Positions in this class are identified by the extent of assigned responsibility, scope of freedom of action allowed in completing assigned duties, the independence with which the work is performed, and the ability to type. The work is performed under general supervision. Supervision may be exercised over subordinate clerical employees. Excepting the ability to type, this class is equivalent to the class of Senior Clerk. The incumbent does related work as required.

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

There is no deadline for when an application must be received. Examinations will be held periodically. Candidates will be contacted by email as soon as possible with the date and location for the written examination.

MINIMUM QUALIFICATIONS:

Candidates must meet minimum qualifications, as noted, to be eligible to sit for this examination.

Graduation from high school or possession of a school equivalency diploma, two (2) years of clerical experience, and proof of typing ability*.

*Proof of typing ability: Work experience must include typing, or

A course in typing, computer, or data entry (high school, trade school or college), or

Acceptable typing waiver showing ability to type a minimum of 35 wpm

NOTE: College courses or related training beyond high school may be credited on a year-for-year basis for experience but you must still possess proof of typing ability as indicated above.

NOTE: A copy of your high school diploma or equivalency must be attached to your application, unless you qualify as a conditional candidate, then you must submit a letter from your educational institution indicating your anticipated date of graduation is within (3) three months of the examination date. If qualifying based on education, also attach to your application a high school or college transcript indicating courses in accounting, math and/or finance. To fulfill the required experience in typing, be sure to clearly indicate work experience that included typing on your application, or attach to your application a copy of a transcript showing completion of a course in typing, or attach a typing performance test waiver (See Waiver Policy).

ANTICIPATED ELIGIBILITY OF MINIMUM QUALIFICATIONS

Candidates who expect to complete their educational requirement within three (3) months following the examination date, may be admitted to the examination on a conditional basis:

In order for conditional candidates to be eligible to sit for an examination, they must obtain a signed letter, on official letterhead from their educational institution, indicating their anticipated date of graduation is within three (3) months following the examination date.

Conditional candidates who pass the examination will not be certified for appointment until they have submitted proof that their successful completion of the educational requirements was within three (3) months of the examination date, and their application has been approved by the Personnel Department.

Conditional candidates who fail to submit successful completion of their educational requirements within their two-year eligibility date, will be required to retest.

TEST GUIDE

A Guide for the Written Test for Senior Stenographer/Senior Typist is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>

Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

WRITTEN TEST

The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

Spelling:

These questions test for the ability to spell words that are used in written business communications.

Grammar, usage, punctuation:

The grammar and usage questions test for the ability to apply basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.

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.

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.

Office practices:

These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which office support staff, 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 workflow; 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.

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ELIGIBLE LIST

A candidate's eligibility begins when his or her name is placed on the eligible list and remains on the list for two years. Regardless of the exam date, the scores for the examination are inter-filed in rank order with existing candidates' scores to form a constantly changing eligible list. You may apply for retest at six-month intervals. In cases where candidates have taken a re-test and have multiple ranks on the eligible list, the highest score will be certified, but only for the period of eligibility established from the test administration resulting in that score. All passing candidates will be considered for the Account Clerk Eligible List. To be placed on the Account Clerk/Typist Eligible List, you must pass the written test and provide proof of typing ability (see minimum qualifications). Your rank on the eligible list will be determined by your score on the written test only.

WAIVER POLICY FOR TYPING

Qualifying on a performance test in typing at the minimum required rate of speed of (35) thirty-five words per minute. Acceptable proof consists of a photocopy of an official transcript or other official certification (including letters on official letterhead) indicating the speed of the typing test and passing results from the following recognized agencies: Schools, Colleges, Business or a New York State approved or recognized training program for typists, secretaries, or similar office clerical positions, New York State Department of Labor Job Service, or Temporary Employment Agency.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site.

If you have applied to take a written test announced by New York State scheduled to be held on the same test date as this written test, you must notify us no later than two weeks before the test date. All examinations for positions in State government will be held at a State examination center. Be sure to check "Yes" in the Conflicting Exams Section on the first page of your application and include in the Remarks Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or New York State.

If you are taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site. You must call our office at 565-4676 no later than two weeks prior to the examination date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.

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GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **Be sure you answer every question before filing your application. An incomplete application may be disapproved.**

2. The Clinton County Dept. of Personnel will notify you by email, when and where to appear for the exam. If you fail to receive an email letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.

3. Restrictions on employment may exist for candidates who are under 18 years of age.

4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.

5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.

6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.

7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.

9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.

11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.

12. **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. You may not bring books or other reference materials.

13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.

14. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.

15. **WEATHER CONDITIONS:** Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: clintoncountygov.com – Personnel Dept. – Exam Weather Alert.

16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.

17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.

18. **POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS:** Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

19. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.

20. Clinton County is in compliance with ADA requirements.