

YATES COUNTY PERSONNEL DEPARTMENT ANNOUNCES
CONTINUOUS RECRUITMENT EXAMINATION FOR

SENIOR TYPIST/SECRETARY I

APPLICATIONS ACCEPTED CONTINUOUSLY -- EXAMINATIONS HELD AS NEEDED

EXAM # YC-16 - SENIOR TYPIST

EXAM # YC-18 - SECRETARY I

VACANCIES: The resulting eligible list will be used to fill vacancies as they occur in county department, school districts, towns and villages.

The title of Senior Typist is used in the county, towns, villages, Dundee and Penn Yan School Districts. The title of Secretary I is used in the Marcus Whitman School District.

SALARY: VARIES WITH JURISDICTION

RESIDENCE: Candidates must have been legal residents of Yates, Ontario, Schuyler, Seneca or Steuben county for at least one month immediately preceding the date of the written test. Appointing authorities may give preference to legal residents of their jurisdiction.

GENERAL STATEMENT OF DUTIES: The work involves responsibility for independently performing complex clerical operations and administrative support tasks. Incumbents spend a substantial amount of time keyboarding and the rest of the time on routine administrative tasks to ensure the efficient work flow of the office.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an associate's degree in secretarial sciences or a closely related field; or
- (b) Graduation from high school or possession of a high school diploma and two years of clerical experience which shall have involved typing; or
- (c) Four years of experience which shall have involved typing; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SUBJECT OF EXAMINATION: Written test is designed to test for knowledge, skills and/or abilities in such areas as:

1. **Spelling** - These questions are designed to test the candidates' ability to spell words that office employees encounter in their daily work.
2. **English Grammar and Usage: Punctuation** - The English grammar and usage questions are designed to test the candidates' ability to apply the basic rules of English grammar, usage, and sentence structure. The punctuation questions will be designed to test the candidates' knowledge of appropriate punctuation marks and their correct placement in sentences.

3. **Keyboard Practices** - These questions are designed to test the candidates' knowledge of preferred practices in areas such as, but not limited to, capitalization, hyphenation, spacing, word division, tabulation, and proofreading.

4. **Office Record Keeping** - These questions are designed to evaluate the candidates' ability to perform common office record-keeping tasks. The test consists of two or more "sets" of questions, each set concerning a difference 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.

5. **Office Practices** - These questions are designed to test the candidates' knowledge of generally agreed upon practices governing situations which secretaries, stenographers and typists are likely to encounter in their work, as well as their knowledge of how office work could be accomplished within reasonable limits of time, effort, and cost. The topics covered may include, but not be limited to, such issues as designing work flow, setting priorities, dealing effectively with staff and visitors, filing and retrieving information, using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office.

A qualifying performance test in typing will be administered at a later date only to candidates receiving a passing score on the written test. The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 40 words per minute corrected. Candidates must also pass the performance test in typing.

NOTE: The use of a calculator is ALLOWED.

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list in the order of final scores, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year. Candidates may not be tested more often than once every six months.

The Yates County Personnel Officer reserves the right to terminate this special recruitment program and re-establish the periodic type of examination.

SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. The required fee must accompany your application. Submit check or money order payable to the Yates County Personnel Department and write the examination title and number(s), and your social security number on your check or money order. **DO NOT SEND CASH.** As no refunds will be made, 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.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the 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, 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 application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. This form can be obtained at the Yates County Personnel Department.**

VETERANS OR DISABLED VETERANS: If applying for additional credit, candidates must submit an application for veterans' credits with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for veterans' credits are available at this office.

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.

Information and application may be obtained from the Yates County Personnel Department, 417 Liberty Street, Penn Yan, NY 14527 - Phone: 315-536-5112. All applications must be returned to this office.

YATES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

ISSUED 11/1/06