



Sr. Typist/Sr. Office Assistant



CR ~ 14

**OPEN COMPETITIVE CONTINUOUS RECRUITMENT
FILING FEE: \$25**

Administration Of This Examination Does Not Imply That A Vacancy Exists

To apply, complete and submit these materials: 1. Application; 2. Filing Fee); 3. 2 Self-Addressed Stamped Envelopes (44¢ postage each)
Make check or money order payable to "Putnam County Personnel Department" – please no cash

*** IMPORTANT * SPECIAL NOTE * IMPORTANT ***

As of February 1, 2006, per Putnam County Resolution #305 of 2005, EXAM FILING FEES WILL NOT BE REFUNDED, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application.

VACANCY: The eligible list established as a result of this examination will be utilized where appropriate for filling any current or future vacancies in the above named title under the jurisdiction of the Putnam County Personnel Dept.

PUTNAM COUNTY SALARY: \$34,221 Salaries in the Towns, School Districts and other agencies vary according to jurisdiction.

SR. TYPIST/SR. OFFICE ASSISTANT DUTIES: This is varied and difficult secretarial and/or office clerical and keyboarding work requiring a general understanding of office equipment, procedures and policies. The secretarial and/or office clerical duties, which distinguish this second level title in the clerical line, are similar to those of Senior Stenographer except for the taking of live dictation. The work calls for the exercise of independent judgment in the application of prescribed procedures and methods. Depending upon the nature of the assignment, the work may be done under immediate or general supervision. Supervision may be exercised over the work of one or more clerical assistant. Performs a variety of related duties as required.

SR. OFFICE ASSISTANT (SCHOOL) DUTIES: This is difficult clerical work involving responsibility for maintaining important school records and reports, including the proper handling of confidential materials. Responsibilities include data collection and organization, producing and processing of routine correspondence, telephone communications. Use of a computer is required to perform the work, and accuracy is essential. Considerable contact and interaction with school administrators, teachers, school personnel, students and parents is involved. Senior Office Assistant (School) differs from Office Assistant (School) in that the senior level requires a greater exercise of independent judgment and initiative in the application of prescribed methods and procedures where policies have already been established. Work is performed under general supervision. Supervision may be exercised over a small number of clerical personnel. Performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- b) Four (4) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

Special Requirement for Appointment in School District and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

PLEASE NOTE Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education, as a post secondary, degree-granting institution.

SUBJECT OF EXAMINATION: The examination will consist of the following two (2) parts:

PART 1: MULTIPLE CHOICE TEST -- Written Clerical Test 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 the 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 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 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 work flow; 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.

This test will be administered on a personal computer (PC). Candidates need no prior knowledge of computers in order to take the test, which uses a simple point-and-click system that is thoroughly explained through an animated instruction program, and a written instruction booklet, which will be provided before the test. Candidates will be given a sample test on which to practice before the actual test begins. Candidates will receive a guidebook entitled "Computerized Test Instruction Booklet." "Guide to Taking the Written Test for Senior Stenographer/Senior Typist Series" will be sent to all approved candidates approximately two weeks before the test date.

PART 2: TYPING TEST – Candidates will be scheduled for a typing/keyboarding performance test using a personal computer.

Candidates will receive a guidebook entitled "Candidates Preparatory Information for Computerized Typing Performance Tests." The typing performance test will be pass/fail and will consist of testing accuracy and speed at a minimum acceptable rate of thirty-five (35) standard words per minute using a personal computer. Candidates who fail the typing test will be given an immediate retest that same day (within a few minutes after the initial typing test). If unsuccessful with the retest, those candidates will be allowed to take the typing test only one final time within the succeeding thirty (30) days. No further performance testing of unsuccessful candidates will be allowed for this position title for twelve (12) months.

Typing Test Waiver Policy: Candidates who have previously passed a typing performance test with Putnam County at or above the rate of thirty-five (35) words per minute at any time in the past may have the typing performance test waived upon their written request to and their documentation of and approval from the Putnam County Personnel Department. Providing documentation is the responsibility of the candidate.

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 a non-extendible one (1) year period. In order to have your name placed on the eligible list for this position you must have satisfactorily passed ALL portions of the examination. Failure on any one part disqualifies you from the eligible list.

See the back for contact information.

Re-issued 3/09

PUTNAM COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

~ PLEASE SEE BACK OF THE PAGE FOR IMPORTANT EXAM INFORMATION

ADMISSION TO EXAMINATIONS: Call the Personnel Department if you do not receive a notice within three days of the date of examination. Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

APPLICATION FEE: A fee (see front) is required from candidates for each separately-numbered examination for which they apply. THE FEE MUST ACCOMPANY YOUR APPLICATION. Send check or money order payable to "Putnam County Personnel Department" and write the examination number on your check or money order. DO NOT SEND CASH. No refunds will be made to applicants who fail to appear for the scheduled examination. File only for those examinations for which you are qualified.

APPLICATION FEE, WAIVER OF: 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 by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the website noted below or by calling the Putnam County Personnel Department.

APPLICATION FORMS: A separate application must be filed for each examination desired. The applicant should make sure that every question is answered and that the application is complete in all respects, including number and title of examination. Incomplete applications are subject to disapproval. We may acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or informed of the reason for disqualification. Completed applications must be postmarked no later than the last filing date or, if not mailed, must be received in the Department of Personnel not later than 5:00 P.M. on the last filing date. The Personnel Department reserves the right to accept or reject applications received before or after the announced filing period.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

CALCULATORS: Candidates are permitted to use quiet, held-held, solar or battery powered calculators, *UNLESS OTHERWISE NOTIFIED*.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) 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 (2) 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.

CITIZENSHIP: Citizenship is required only for Public Officer positions.

DRUG & ALCOHOL TESTING: You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

EDUCATION: Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

ELIGIBILITY, ANTICIPATED: If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational or experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Putnam County Personnel Department. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Putnam County Personnel Department.

ELIGIBLE LIST: The eligible list is made up of all candidates who successfully pass all aspects of the examination. The eligible list resulting from this examination will remain in existence for one year unless extended (up to a maximum of 4 years) unless superseded by another examination in this title.

EQUAL OPPORTUNITY: It is the policy of the Putnam County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Putnam County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

EXPERIENCE: Any person whose name is presently on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified. For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas may be substituted for an equivalent amount of the required paid experience unless otherwise stated. Part-time experience will be pro-rated.

INCLEMENT WEATHER: In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, call 845-808-1650 for recorded information available 24 hours. Also, announcements will be made over the radio on WHUD (100.7 FM). If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Putnam County Personnel Department as soon as this information becomes available.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations given for Putnam County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application form.

MULTIPLE EXAMINATIONS IN MULTIPLE LOCAL JURISDICTIONS: If you have applied for other local government examinations, such as Westchester or Dutchess Counties, you must send written notification (no later than two weeks before the date of the examinations) to each local government civil service agency with whom you have filed an application, with the following information: your name, address, the numbers of the examinations you have filed for, and at which location you wish to take your examinations.

MULTIPLE EXAMINATIONS IN STATE AND LOCAL JURISDICTIONS: If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

PROHIBITED DEVICES: At examination sites, cell phones, pagers, and similar devices are prohibited. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, dictionaries and/or similar devices are prohibited.

RATINGS AND REVIEW: When this written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Otherwise, rating and review of the examination is governed by the Putnam County Civil Service Rules.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATION, DISABILITIES, MILITARY): If special arrangements for testing are required, you must indicate this on your application form & arrangements for an alternate date will be made.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. All statements made by candidates on the application form are subject to verification.

VETERANS: Eligible disabled and non-disabled war veterans may have ten or five points, respectively, added to an earned passing score in an open-competitive examination and five or two and a half-points are added in a promotion examination. It is the candidate's responsibility to obtain and submit the necessary forms and documents prior to the establishment of the eligible list. You may waive these credits any time prior to appointment.

FOR INFORMATION:

PUTNAM COUNTY PERSONNEL DEPARTMENT

Donald B. Smith County Government Campus

110 Old Route 6, Bldg 3, Carmel, NY 10512

Tel: 845-808-1650 x46104 Website: www.putnamcountyny.com/personnel