

**BEFORE APPLYING FOR THIS EXAM,
PLEASE READ THIS IMPORTANT INFORMATION:**

Applications must be submitted to our office (or postmarked) by the application deadline listed on this announcement.

WE WILL NOT ACCEPT ANY APPLICATIONS SUBMITTED (OR POSTMARKED) AFTER CLOSE OF BUSINESS ON THE DATE OF THE APPLICATION DEADLINE.

The application review fee is NON-REFUNDABLE. You will **NOT** receive a refund if your application is disapproved.

The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application nor take responsibility for postal delay or non-delivery of mail.

HOW TO APPLY FOR THIS EXAM:

STEP 1: **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.

STEP 2: **Complete a Civil Service application.** Your application must show that you meet the qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted). You may pick up an application in our office or download it from our website at:
<https://mycivilservice.cayugacounty.us/exams>

STEP 3: **Submit your application, along with the application review fee, to:**

Cayuga County Civil Service Commission
160 Genesee Street, 2nd Floor
Auburn, NY 13021

We accept check, money order, or cash (please do not send cash in the mail). **If paying with a check or money order, make payable to CAYUGA COUNTY**, and note the exam number(s).

Approximately one week before the exam date, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 days of the exam date, contact our office at 315-253-1284.

CELL PHONE POLICY: Cell phones, "Fitbits", smart watches, and all electronic or cellular devices are **NOT** allowed inside the building where the exam is held. Please leave these devices in your vehicle when you attend an exam. A violation of this policy may result in your disqualification.



**Cayuga County Department of Human Resources
and Civil Service Commission**

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: mycivilservice.cayugacounty.us

Fax: (315) 253-1084

**CIVIL SERVICE EXAM
(Open to the Public)**

Senior Typist

Exam to be held on: [Saturday, October 17, 2020](#)

Exam Number

OC# 20204

Application Review Fee

\$15 (non-refundable)*

Application Deadline

**Wed., Sept. 23, 2020
(By 5:00 p.m.)**

* All application review fees are **NON-REFUNDABLE**. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

APPLICATIONS WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, **AND**:

EITHER

(A) Graduation from a regionally accredited or NYS registered two-year college with an Associate's Degree in Business Management, Secretarial Science, Business Administration or related field;

OR

(B) Two years of clerical experience which must have included keyboarding (typing).

SALARY:

Cayuga County Departments: \$36,134 - \$39,404 (Grade 8, CSEA)
(Salary varies in other jurisdictions where the title exists.)

ANTICIPATED ELIGIBILITY (EDUCATION): If you expect to complete the educational requirement by **Nov. 28, 2020**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **Jan. 28, 2021**. Failure to do so will result in removal of your name from the eligible list.

SUBJECTS OF WRITTEN PORTION: A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:
(3 1/2 Hours - 70 Questions - Test Plan 1)

1. **SPELLING: (15 Questions):** These questions test for the ability to spell words that are used in written business communications.
2. **GRAMMAR, USAGE; PUNCTUATION: (15 Questions):** 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.
3. **KEYBOARDING PRACTICES: (15 Questions):** 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.
4. **OFFICE RECORD KEEPING: (15 Questions):** 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.
5. **OFFICE PRACTICES: (10 Questions):** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, 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.

STUDY GUIDE: A study guide for this title is available online. Go to: <http://www.cs.ny.gov/testing/testguides.cfm> and click on the test guide entitled "**Senior Stenographer/Senior Typist Series**".

USE OF CALCULATORS: ALLOWED. 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.

REVIEWS AND APPEALS: Because the answer keys for decentralized **written** test materials have been approved in advance by the NYS Civil Service Commission, **no reviews of written test materials or answer records will be permitted**, nor will any appeals be accepted. However, at the request of a candidate, our office will verify the accuracy of the written test score and notify the candidate in writing.

VACANCIES: The eligible list established as a result of this exam will be used to fill present and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

RESIDENCY: Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS 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.

PRE-EMPLOYMENT DRUG TESTING: Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **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.

DISTINGUISHING FEATURES OF THE CLASS: Incumbent performs moderately difficult clerical work involving the full-time or substantial part-time operation of a typewriter, word processor, microcomputer or mainframe computer terminal and does related work as required. This is moderately difficult clerical and typing work requiring a general understanding of specific law, office rules, procedures, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Excepting the ability to type, this class is equivalent to that of Senior Clerk. The incumbent does related work as required.

CAYUGA COUNTY JURISDICTIONS: The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

VETERAN'S CREDIT: If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** Download at: cayugacounty.us/jobs. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

ADDITIONAL CREDITS ALLOWED 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.

CROSS-FILING INSTRUCTIONS:

LOCAL-TO-LOCAL: If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

LOCAL-TO-STATE: If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check (applicant must pay fee), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SECTION 23.2: This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

APPLICATION FEE WAIVER: An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. Download at: cayugacounty.us/jobs.

THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application.

Military Service Members: If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

ELIGIBLE LIST: The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

CHANGE OF ADDRESS: If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

WEATHER EMERGENCY / EXAM CANCELLATION: Listen to your local TV/Radio stations for information.

TV Stations: WSTM (Channel 3), WSYR (Channel 9).

Radio Stations: WNYR (98.5), WALL (99.3), WSWF (1110), WGVA (1240), WCGR (1550), WAUB (1590).