

PLEASE POST CONSPICUOUSLY

County of Chautauqua in the State of New York Announces:

TYPIST II

Examination Number 1141

Salary: County of Chautauqua: \$13.04 - \$16.65/Hour
Salary: Towns, Schools and Villages - Varies by agency

OPEN TO THE PUBLIC

Examinations To Be Held Frequently

Applications Accepted Continuously

Updated on 12/30/2011 by Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, NY 14757 (716) 753-4237

Exam announcements and application forms are available on the Internet at www.co.chautauqua.ny.us - Click on "**Human Resources**"

APPLICATION FEE: Effective January 1, 2012, a fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Director of Finance** and write the examination number and title on your check or money order. **We cannot accept cash.** No refund will be made on approved applications. You are urged to review the examination announcement carefully, to compare your qualifications with the requirements for admission, and to 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 an application fee waiver, complete Item 6 on the Application and submit it by the Application Deadline as listed on the Examination Announcement.** Applications and additional information may be obtained from the Internet at www.co.chautauqua.ny.us under the Department of Human Resources or by contacting the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone (716) 753-4237.

APPLICATION FORM: Your application for this test is part of the examination process. Applications must be completely filled out, with all pertinent information stated. Vagueness or ambiguity will not be interpreted in your favor. We do not refer to other applications on file for additional information. Applications that do not show training and/or experience to meet minimum qualifications may be disapproved. The application must be completed fully even if a resume is attached.

VACANCIES: Vacancies which occur or which exist in Chautauqua County Departments and Agencies, Towns, Villages, City of Dunkirk, School Districts, and Board of Cooperative Educational Services (B.O.C.E.S.), Second Supervisory District, Erie-Chautauqua-Cattaraugus Counties, will be filled by certified persons who have qualified under the Chautauqua County Continuous Recruitment Program.

DUTIES: This position involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer or typewriter for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process and involves regular contacts with the general public on routine matters. This position differs from Senior Typist in that duties of a Typist II involve less complex operations than a Senior Typist and tend to be routine in nature. Does related work as required.

NO RESIDENCY REQUIREMENT: Preference in appointment may be given to successful candidates who are legal residents of Chautauqua County, or to legal residents of the town, village, city, school district or special district in which an appointment is to be made.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) months of clerical experience, which shall have involved typing or computer data entry.

NOTE: Attendance at a recognized business or secretarial school with an emphasis on stenography, typing or computer data entry may be substituted on a month for month basis for experience.

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.

FINGERPRINTS: Examination staff will fingerprint candidates at the examination site for purposes of examination security and candidate identification.

SUBJECT OF EXAMINATION: This exam will consist of two (2) parts:

1. A qualifying typing performance test. (Please see Waiver Policy on back as you may be waived from taking the performance test.); and
2. A weighted multiple-choice written test.

Part 1 - Performance Test: The performance test is a qualifying (pass/fail) test. This test will check keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. The test is five minutes long and is preceded by a three-minute practice session. Candidates enter ("key" or "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. For example, if a candidate enters the text at 35 words per minute, the maximum allowed number of errors is 7. (Note: A word is defined as five characters. The rating formula divides the number of characters by five to determine the number of words entered.) Candidates who fail the performance test will be permitted a retest that will be given on the same day as the original performance test. **Candidates who do not pass the performance test will not be called to the written test.**

Part 2 - Written Test: The written test will be a ranking test. You must pass both the written and performance tests to be considered for appointment. You will not be called to the written test unless you have passed the performance test. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you attain on the written test. The written test will cover knowledge, skills and/or abilities in such areas as

1. **Record Keeping** - These questions are designed to test a candidate's 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.
2. **Clerical Operations With letters and Numbers** - These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.
3. **Spelling** - These questions are designed to test the candidate's ability to spell words that office employees might encounter in their daily work.

NOTICE TO CANDIDATES: **IT IS RECOMMENDED THAT CALCULATORS BE USED FOR THIS EXAMINATION.** 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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do **not** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test room. The presence of such devices in the test room, hallways, restrooms, may result in your disqualification.

Candidates please note: A Study Guide for Taking the Written Test for **Entry Level Clerical** is available at www.co.chautauqua.ny.us under the Department of Human Resources/Quick Links/Study Guides. To obtain a hard copy of the guide, please call or write to the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone 753-4237.

Continued on other side

WAIVER OF PERFORMANCE TEST: The Chautauqua County Department of Human Resources reserves the right to waive the above-described Typing Performance Test under the following conditions. EITHER:

- A. If the candidate currently holds, or, within four (4) years of the written test, has held permanent or contingent permanent competitive class status in a title which required such a performance test at the same or higher rate of speed.
- B. If the candidate provides proof that, within the last four (4) years of the written test, they have been successful on a performance test in typing at the same or higher rate of speed and accuracy, as required by this exam, that was administered by the NYS Department of Civil Service or a local civil service agency. Acceptable proof consists of a copy of official notice of the results from the testing agency.

GENERAL INFORMATION / INSTRUCTIONS

Continuous Recruitment Examination: Applications for examination are continuously accepted and are held two or more times throughout the year. When the next exam date has been determined, approved applications received by a deadline date will be included in the next scheduled exam date.

CHAUTUAQUA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of Chautauqua County 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, disability, 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.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:

If you have applied for any other Civil Service examination to be given on the same test date for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

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.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination(s). For this examination call (716) 753-4237 or write to Chautauqua County Department of Human Resources, Room 144, Gerace Office Building, Mayville, New York 14757.

LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES: Federal Immigration Law requires employers to verify that all persons hired are legally authorized to work in the United States. If you are hired, you will be asked to swear, under penalty of perjury, that you are legally authorized to work in the U.S., and you will be required to submit proof of that authorization.

CURRENT/PROSPECTIVE MILITARY SERVICE MEMBERS: New York State Law provides for Military Make-up Tests in cases where candidates cannot attend the scheduled test on the published test date due to active military duty. You must file an application for this examination in accordance with this examination announcement and you must request the special test arrangements, which are available. If you expect to enter military service, you may still compete in this examination and be appointed or reinstated after you return from active duty. Contact our office for details.

THIS EXAMINATION IS BEING 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 will apply to this test.

ALTERNATE TEST DATES: State and local examination policy does permit alternate test dates for certain compelling reasons. For details or to request an alternate test date, contact the Department of Human Resources.

LOCATION OF EXAM SITE: Examinations are held in Mayville unless for reasons beyond our control, we must change the test site.

VETERAN CANDIDATES: 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 on the examination.

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 is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in section 85 of 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.

SECTION 85-a OF THE CIVIL SERVICE LAW: Effective 9/17/02, 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.

ADMISSION TO EXAMINATION: Notice to appear for the examination will be conditional, as review of applications for minimum requirements may not be made until after the written test. Call the Chautauqua County Human Resources Office if you have not received your notice 3 days before the date of the examination. You may not be admitted to the examination room without official notice.

RELIGIOUS ACCOMMODATIONS AND OTHER SPECIAL ARRANGEMENTS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please contact our office so that we can make arrangements for you to take the test on a different date.

Applicants with disabilities who require special arrangements should contact our office by the close of the filing period for the examination.

You may contact us by calling or writing the Chautauqua County Department of Human Resources, Room 144, Gerace office Building, Mayville, New York 14757. Ph. (716) 753-4237.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70. Unless the announcement states otherwise you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

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.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate.