



ORLEANS COUNTY CIVIL SERVICE

SECRETARY I

John C. Welch, Jr.
Personnel Officer

#CR-22

CONTINUOUS RECRUITMENT

APPLICATIONS ARE BEING ACCEPTED CONTINUOUSLY AND EXAMINATIONS WILL BE HELD AS NEEDED.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in Orleans-Niagara BOCES and the County Of Orleans.

SALARIES: VARIES WITH JURISDICTION

RESIDENCE: Candidates must have been legal residents of Orleans County for at least one (1) month immediately preceding the date of the written test for a position in Orleans County and must be legal residents of the county at the time of appointment. Candidates must have been legal residents of Orleans, Niagara, or Erie County for at least one (1) month immediately preceding the date of the written test for a position in the Orleans-Niagara BOCES School District and must be legal residents of the county at the time of appointment.

DUTIES: An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer or program manager. Incumbents typically spend approximately one-half of the work time keyboarding and the rest of the time on record keeping and routine administrative tasks. Employees in this class work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Secretary II by the increased time spent on keyboarding activities and the more limited scope of duties and decision-making responsibilities. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A.) Graduation from a regionally accredited or New York State registered college or university with an associate degree in secretarial science or related field and one year of clerical experience which involved typing; **OR**
- B.) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing.

Use of Calculators is ALLOWED

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas and a qualifying Keyboard Performance Test at 35 words per minute.

WRITTEN TEST:

1. **Spelling** - These questions are designed to test the candidate's ability to spell words that office employees encounter in their daily work.
2. **English Grammar and Usage; Punctuation** - 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. **Keyboarding 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.

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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 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** - 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 will 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.

PERFORMANCE TEST: The performance test is a test of keying speed and accuracy. It utilizes a standard computer keyboard. The computer program requires no prior knowledge of software.

Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written and performance test to be considered for appointment. The performance test is pass/fail, therefore if you pass the performance test your final score for the exam will be the score achieved on the written test.

"A Guide to Taking the Written Test for Senior Stenographer / Senior Typist Series" is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Use of Calculators is ALLOWED

GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Orleans County Civil Service Office, County Administration Building, 14016 Route 31 West, Albion, NY 14411. Applications should be filed as soon as possible after the announcement of the examination. In writing for the application form and information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** the position for which you wish to apply. Before filing your application, **BE SURE EVERY QUESTION IS ANSWERED**. An incomplete application may be disapproved.
2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without official admittance card. If an applicant is rejected, due notice will be sent. The Civil Service Office does not make formal acknowledgment of the receipt of an application. Call the Civil Service Office if you have not received your notice three (3) days before the date of the test.
3. Unless otherwise stated, all candidates are required to be legal residents of Orleans County for one (1) month immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.
4. For purpose of claiming veteran's credits on a Civil Service Examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

World War II - Dec. 7, 1941 - Dec. 31, 1946	Lebanon - June 1, 1983 - Dec. 1, 1987
Korean Conflict - June 27, 1950 - Jan. 31, 1955	Grenada - Oct. 23, 1983 - Nov. 21, 1983
Viet Nam Conflict - Feb. 28, 1961 - May 7, 1975	Panama - Dec. 20, 1989 - Jan. 31, 1990
Persian Gulf Conflict - August 2, 1990 - the date upon which such hostilities end.	

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Credit for Lebanon, Grenada and Panama will be limited to those who received the armed forces expeditionary, the navy expeditionary medal, or the Marine Corps expeditionary medal.

Veterans: Any candidate claiming veterans' credit or disabled veterans' credit must file their application for examination a **certified copy** of their Honorable Discharge from the Armed Forces of the United States. Veterans claiming disability credits must file Form MSD332-VC-3. All candidates filing veteran's credits must file form MSD-332-VC-1.

NOTE: 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.

5. Verification of Qualification: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment.

6. PASSING MARK: Passing mark for the examination is 70. Successful candidates will have their names placed on the eligible list in order of their final score of the written test, regardless of the date on which they take the test. A candidate's eligibility for appointment begins on the date when the name is added to this eligible list and will remain in effect for one year.

Candidates may reapply to retake the written examination six months after the date of their previous examination.

EXAM FEE: A **\$10.00** check, money order or cash must accompany the application for examination. The check is to be made payable to Orleans County Civil Service. Write the examination title and number on your check or money order. **REFUNDS OF FEES WILL NOT BE ISSUED TO APPLICANTS WHO ARE DISQUALIFIED FOR NOT MEETING THE MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION OR WHO DO NOT APPEAR FOR TESTING ON THE SCHEDULED TEST DATE.** Therefore, be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee.

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 by the close of business on the Application Deadline as listed on the Examination Announcement.

The "Request for Application Fee Waiver and Certification" may be obtained at the Orleans County Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-3184 or 589-2793.

This examination will be 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS: Information and applications may be obtained at the Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-2793 or 589-3184. If you wish to have an application mailed to you, send a self-addressed stamped envelope.

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Examination to be held at the Albion High School, 302 East Avenue, Albion, NY 14411.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DAY - If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all your 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) 474-6470 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 whom you have filed an application of the test site at which you wish to take your examination. For this examination call (585) 589-3184 or (585) 589-2793 or write to Orleans County Personnel Office, 14016 Route 31 West, Albion, NY 14411.

APPLICANTS: Please contact this office five (5) days prior to the examination if you have not been notified by us, as to your eligibility to participate in this examination.

Religious Accommodation – 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, check the box under “Religious Accommodation”. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled Candidates – If special arrangements for testing are required, indicate this on your application form.

Military Members – A person serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or a person who has been honorably discharged after an examination filing period shall be permitted to file an application for such examination no later than 10 business days prior to the scheduled examination date or the last date to file for such examination, whichever is later.

The Orleans County Civil Service Personnel Officer reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

Applications must be postmarked or filed by the closing date for this examination. **CANDIDATES MUST RECORD THE EXAMINATION NUMBER AND TITLE ON THE APPLICATION.**



John C. Welch, Jr.
PERSONNEL OFFICER

ISSUED: 1/19/2017

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