



**Open Competitive**  
**Exam Announcement**  
**TYPIST – Continuous Recruitment**

Revised: August 2008

**CAREFULLY read the following:**

**WRITTEN TEST WILL BE HELD: Periodically**

<b><u>APPLICATION DEADLINE:</u></b>	<b>Applications are accepted on a continuous basis.</b> <i>Review the information and instructions at the end of this announcement!</i>
<b><u>APPLICATION FEE:</u></b>	\$15 must accompany your application for <u>each</u> examination. Check or Money Order should be made payable to the <i>Tioga County Treasurer</i> . Application fees are <u>non-refundable</u> . Applications without fee <b>will not</b> be considered for exam. <i>Please see next page for additional information on application fee.</i>
<b><u>TIME AND PLACE OF WRITTEN EXAM:</u></b>	Examinations are administered on a continuous basis. Approved candidates will be notified by admission letter seven to ten days prior to written test when and where to appear for this examination. <b><i>Be sure to bring the admission letter with you the day of the exam.</i></b>

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
County Departments School Districts Municipalities	\$18,970 - \$19,570 (CSEA GRADE III; Currently under negotiations) Varies Varies	ANTICIPATED ANTICIPATED ANTICIPATED

**RESIDENCY REQUIREMENTS:** Candidates **ARE NOT** required to be legal residents of Tioga County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

<p><b><u>MINIMUM QUALIFICATIONS: EITHER</u></b></p> <p>(a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a typing course; <b>OR</b></p> <p>(b) Two (2) years of full-time paid clerical experience or its part-time equivalent which shall have involved typing; <b>OR</b></p> <p>(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).</p> <p><b><u>Qualification Note:</u></b> <i>Typing experience shall be defined as work that involves typing in paragraph form; examples include preparing correspondence, memos, letters, or written reports. Key punch or data entry will not be considered as qualifying experience.</i></p> <p><b><u>Special Requirements for Appointment in School Districts and BOCES:</u></b> <i>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 is required.</i></p> <p><b><i>You MUST specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.</i></b></p>
--

<p><b><u>DISTINGUISHING FEATURES OF THE CLASS:</u></b></p> <p>The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter and/or personal computer. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. Excepting the ability to operate a typewriter and/or personal computer, this class is equivalent to that of Clerk. Does related work as required.</p>
---

**ELIGIBLE LISTS:**

Successful candidates will have their names placed on the eligible list in order of their final score. Candidate scores from different testing dates will be interfiled on the eligible list. A candidate's eligibility for appointment begins on the date their name is added to the eligible list and they will remain eligible for appointment for one (1) year from the date, unless their eligibility is extended by the Personnel Officer as provided for in Civil Service Law. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

**TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Spelling:** These questions are designed to test the candidate's ability to spell words that are used in written business communications.
2. **Alphabetizing:** These questions test your ability to file material in alphabetic order.
3. **Clerical Operations with Letters and Numbers:** These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**TEST GUIDES AND RESOURCE BOOKLETS** - Are not offered for every examination. Access the following site to research all available study guides: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

**QUALIFYING TYPING PERFORMANCE TEST** - Candidates who receive a passing score on the written test must also qualify on the typing performance test. **The performance test will be held at a later date to be announced.** You must pass both the written and performance test to be considered for appointment. You will not be called to take the performance test unless you have passed the written test. The County reserves the right to give performance tests to only as many candidates as needed to fill available vacancies. Listed below is important information regarding the typing performance test:

- The performance test is a test in keying speed and accuracy. It utilizes a standard keyboard and is given on a personal computer. The computer program requires no prior knowledge of the software. The instructions for taking this test are presented as part of the computer program.
- 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 **35 words per minute**, with at least 96% accuracy. For example, if a candidate enters the text at 35 wpm, the maximum allowable number of errors is 7. (Note: A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.)

**TYPING PERFORMANCE TEST WAIVER** - If a candidate is employed by Tioga County, or a public agency or jurisdiction served by Tioga County and presently holds permanent or contingent permanent competitive status in a title for which passing of a performance test in typing at **35 wpm** or higher was required for appointment, the performance test may be waived.

The Tioga County Personnel & Civil Service Office will allow a waiver of the performance typing test should a candidate provide valid documentation that they have tested and passed a typing performance test at the announced rate of speed or higher in Tioga County or any other Civil Service Agency in New York State within the past one (1) year from the date of the written exam.

- **RETESTING:** Should a candidate fail to pass the performance test, they will be allowed to be retested within ten (10) business days. Retests will be held at the discretion of the Civil Service Office within ten (10) business days.

If a candidate fails to qualify the second time, they will be considered to have failed the entire exam and their name will not be certified to appointing authorities. Candidates would then have to wait to retake the written examination prior to retaking the performance test for the third time. At minimum this wait would be six (6) months to one (1) year.

NOTE: **Failure to appear for a scheduled typing performance test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.**

**TERMINATION OF PROGRAM** – Tioga County reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

**USE OF CALCULATORS:**

The use of a calculator is **PERMITTED**.

Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**APPLICATION FEE:** A fee of \$15.00 is required for each separately named or numbered examination for which you apply.

**SEND CHECK OR MONEY ORDER** payable to **TIOGA COUNTY TREASURER** and write the examination name(s) or number(s) on your check or money order. If paying by cash, please bring your payment(s) directly to the Tioga County Office of Personnel & Civil Service. As no refund 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

*AN EXCEPTION TO THE APPLICATION FEE* requirement will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in this title;
3. Exam candidates receiving public assistance from a State or local Social Service Agency, and / or who are currently unemployed. Individuals wishing to claim this waiver of fee must request and fully complete the **Application Fee Waiver Form** prior to the filing deadline. All information is subject to later verification and if found to be fraudulent, are grounds for barring appointment.

Applications may be obtained from and submitted to the Tioga County Office of Personnel and Civil Service.

### *Tioga County is an Equal Opportunity Employer*

#### **INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Personnel and Civil Service Office in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Personnel Office no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Dates is available at the Personnel Office.

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**CROSS-FILING: MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY** - If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction (excluding New York City), 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) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, 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.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment who is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**EXAM HOLDINGS:** In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Employment" will result in disqualification.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet. [www.tiogacountyny.com](http://www.tiogacountyny.com)

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.*

**RATING:** This written and/or training and experience 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 of examinations will apply to this written and/or training and experience examination.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, please contact the Tioga County Office of Personnel & Civil Service.

**VETERANS OR DISABLED VETERANS** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.