



ORANGE COUNTY

CIVIL SERVICE EXAMINATION OPEN TO THE PUBLIC

Exam to be held on
FRIDAYS

Applications
Accepted
Continuously

Examination No. and Title	Salary	Processing Fee
#622 ENTRY LEVEL CLERICAL	VARIES BY AGENCY	\$20.00

The results of this examination will be used to fill entry-level clerical positions that exist in various **Orange County Departments, Towns, Villages, Libraries, Schools and Special Districts**. Positions may include, but are not limited to, such titles as **Clerk, Typist, Clerk II, Typist I, Library Clerk, Library Clerk Typist, Health Office Assistant, Mail Clerk, Reproduction Services Clerk and Ward Clerk**.

A **\$20.00 non-refundable** application-processing fee is required. Check or money order payable to the Commissioner of Finance must accompany application. A \$20.00 service charge will be imposed for checks returned for insufficient funds or like reasons. Applications received without the required fee **will be returned to you unprocessed**. Please refer to the General Information section on the reverse of this page for information regarding eligibility for waiver of application processing fees.

There are no minimum qualifications required for this exam. For Typist positions, (includes Health Office Assistant), a keyboarding test to show proficiency at 35 words per minute will be required in addition to the written exam.

This examination is administered on Fridays at the County Government Center in Goshen. Candidates are urged to note any dates that pose a scheduling conflict on their application. Candidates may confirm their scheduled date two weeks after filing an application by calling (845) 291-2732. Candidates approved for the examination will receive a letter of admission approximately one week prior to their scheduled exam date. The Orange County Department of Personnel reserves the right to alter the examination schedule or to terminate the continuous recruitment program at any time.

Successful candidates will have their names inter-filed on a continuous recruitment eligible list in rank order regardless of the date on which the test was administered. A candidate's eligibility will be for a period of **one year** beginning on the date their name was added to the list. **Candidates are permitted to participate in this examination series at one-year intervals.**

What the Jobs are Like: These positions involve responsibility for performing general clerical tasks in accordance with established policies and procedures. Specific duties vary with the need of the department or agency and incumbents perform related work as required. Work is performed under direct supervision and is subject to review. Health Office Assistant and Typist positions require keyboard proficiency at the rate of 35 words per minute.

Subject of the Exam: (Entry Level Clerical/Typist Series) ***This test will be administered on a personal computer (PC).*** Candidates need no prior knowledge of computers to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated instruction program. Candidates will be given a sample test on which to practice before the actual test begins.

This exam is designed to test for knowledge, skills and/or abilities in such areas as:

1. **Spelling:** These questions test your ability to spell words that are used in written business communications.
2. **Alphabetizing:** These questions test your ability to file material in alphabetical order.
3. **Record Keeping:** These questions evaluate your 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.
4. **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 that may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

The New York State Department of Civil Service has published a test guide intended for candidate preparation for the Entry Level **Clerical Series**. This guide is available on the New York State Civil Service Web-Site at <http://www.cs.state.ny.us/testing/localtestguides.cfm> or at the Orange County Department of Personnel, County Government Center, Goshen, NY.

Keyboard Performance Tests: *For positions that require typing, candidates must also qualify on a keyboard performance test that will be held on the same date.* You must pass both the written test and performance test to be considered for appointment to typist positions. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. The performance test is a test of 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 the 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 text at 35 words per minute, the maximum allowable number of errors is 8. 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.

Retest Policy: Candidates who fail the performance test will be permitted ONE retest that will be held on the same day.

Performance Test Waiver: A waiver may be granted to those candidates who presently hold a permanent civil service title within Orange County Government, or it's political subdivisions for which keyboarding experience is a required qualification or for which a comparable test is required, and under certain other conditions, as follows: The performance test may be waived for those candidates who have demonstrated their ability in keyboarding within four years of the date of the written test by: 1. Passing a comparable test given under the direction of this department; OR 2. Passing a comparable test given under the direction of federal, state or other local departments of government, a high school, a BOCES, a college, a commercial or secretarial school, and/or other acceptable authority. ***Candidates requesting a waiver of the performance test must submit a completed "Request for Waiver of Performance Examination" form to the Department of Personnel prior to their scheduled examination date. Requests for waivers will not be entertained after the administration of the written examination.*** The burden of establishing qualifications shall be upon the applicant. Proficiency in keyboarding must be satisfactorily demonstrated during the probationary period.

GENERAL INFORMATION - PLEASE READ CAREFULLY

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of New York State Civil Service Rules and Regulations. The passing grade for this examination is 70.

APPLICATIONS: For an application, send a stamped, self-addressed, legal size envelope to the Orange County Department of Personnel, County Government Center, Goshen, NY 10924; or print hard copy at www.orangecountygov.com/civilservice.

HOW TO APPLY: Completed applications should be postmarked no later than the last filing date shown on front of this announcement or, if not mailed, should be received in the Department of Personnel no later than 5:00 PM two (2) working days beyond the last filing date established for this examination. The date imprinted by a postage meter is NOT construed as a postmark. The application is part of the testing process: It must be completely filled out, with all pertinent information provided, or disapproval may result. Reference is not made to applications already on file. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval.

APPLICATION PROCESSING FEE: An application processing fee as specified on the front of this announcement must accompany the application. Send check or money order payable to the Commissioner of Finance. Write the examination number and your social security number on the check or money order. Do not send cash. As APPLICATION PROCESSING FEES ARE NOT REFUNDABLE, 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.

APPLICATION PROCESSING FEE WAIVER: Application processing fees may be waived for those candidates who are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for waiver as head of household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) 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.** Candidates interested in this waiver must submit a "Request for Application Fee Waiver and Certification" form with their application by the last filing date noted on the announcement. Waiver forms can be obtained from the Orange County Department of Personnel, 255-275 Main Street, Goshen, NY 10924 or on the web at www.orangecountygov.com/civilservice.

MULTIPLE EXAMINATIONS: If you have applied for another Civil Service Examination with New York State or other local government jurisdiction scheduled for the same date as this exam, it is your responsibility to notify all civil service agencies involved of the dual candidacy. You must make arrangements to take all exams at one test site as soon as possible, in any event no later than two weeks before the exam date. The maximum time allowed for any combination of exams is eight hours.

REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL: If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

VERIFICATION OF QUALIFICATIONS: In reviewing applications, where a year or more of experience is minimally required, a tolerance of one month is allowed in meeting said requirements. The amount of experience required in the minimum qualifications is based upon the presumption of a thirty-five (35) hour workweek. Part-time experience is pro-rated, unless otherwise specified on this announcement. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications specify otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person's job may not be credited. An applicant who has falsified or misrepresented any information, or who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, may be denied the opportunity to be examined. After examination, such a candidate may not be included on the eligible list, or may be removed or restricted from the eligible list.

CREDENTIALS: Only college transcripts may be used to demonstrate possession of claimed post-secondary academic credentials. Thirty (30) credit hours equals one year of college in evaluating a candidate's qualifications. Foreign post-secondary educational achievement must be independently evaluated to ascertain equivalency to education attained in the United States.

GENERAL INFORMATION (continued)

ADMISSION TO EXAM: Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after an exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated calculators. Devices with typewriter keyboards such as Computers; Spell-Checkers; Personal Digital Assistants; Address Books; Language Translators; Dictionaries; or any similar devices are prohibited.

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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

ELIGIBLE LIST: Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement. Lists resulting from promotion exams are certified first.

VETERANS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veterans credits in conjunction with each application filed. Candidates who wish to claim veterans credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use.

CHANGE OF ADDRESS: It is the candidate's responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence.

RESIDENTIAL PREFERENCE: There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment in some jurisdictions.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established.

NEPOTISM: Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation.

EQUAL OPPORTUNITY: It is the County's policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Personnel and may be subject to other penalties as prescribed by law.

**For further information call or visit:
Orange County Department of Personnel
County Government Center
Goshen NY 10924
(Tel: 845-291-2707)**

**Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday
Website: www.orangecountygov.com/personnel**