

LEWIS COUNTY



ANNOUNCES OPEN-COMPETITIVE EXAMINATION

EXAM FILING FEE - - \$15.00

CLERK/KEYBOARD SPECIALIST/OFFICE SPECIALIST EXAM NO. 22-007

DATE OF EXAMINATION: June 4, 2022

LAST DAY FOR FILING: Applications must be **received** no later than close of business May 13, 2022

VACANCY: This examination is being held to fill present and future vacancies in the Lewis County General Hospital, Lewis County departments and school districts.

SALARY: Varies with location and title.

DUTIES: Clerk - Independently performs routine clerical tasks.
Keyboard Specialist and Office Specialist - Involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before the last day for filing:

Clerk: Graduation from high school or possession of an equivalency diploma; or one year of full-time clerical experience.

Keyboard Specialist and Office Specialist:

A: Graduation from high school or possession of an equivalency diploma and one year of clerical experience which involved keyboarding; or

B: Two years of clerical experience which involved keyboarding; or

C: An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SUBJECT OF EXAMINATION: The written test will be designed to test for knowledge, skills, and/or abilities in the following areas:

1. **Alphabetizing:** These questions are designed to test the candidate's ability to file material accurately in alphabetic order.
2. **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.
3. **Clerical Operations with letters and numbers:** These questions are designed to test a candidate's 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.
4. **Spelling:** These questions are designed to test the candidate's ability to spell words that are used in written business communications.

TYPING PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on a performance test in typing at 35 words per minute, in order to have their names placed on the eligible list for Keyboard Specialist and Office Specialist. The typing performance test will be administered by appointment starting with those receiving the highest score and will be done according to need. The test will be administered on a conventional personal computer (PC). Candidates who fail the performance test will be permitted a retest which will be given on the same day as the original performance test.

PERFORMANCE WAIVER POLICY: The typing performance test may be waived for candidates if you provide documentation that, within the last two years; you have been successful on a five-minute typing performance test typing at a rate of at least 35 words per minute with at least 96% accuracy. The documentation must be on official letterhead or an official notice of the results of a typing test administered by personnel offices of State, County, or cities which administered the TypeTest developed by the New York State Department of Civil Service.

STUDY GUIDE: A Guide to Taking the Examination for the Clerical Series is available on the New York State Department of Civil Service website at www.cs.ny.gov/testing/testguides.cfm. Candidates not having access to a computer or the internet may request a copy of the test guide from the Lewis County Civil Service Office.

CALCULATOR STATEMENT: The use of calculators is **RECOMMENDED**.

SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS

ISSUED: April 8, 2022

GENERAL INSTRUCTIONS

APPLICATIONS: Unless otherwise indicated on this announcement, the candidate will complete one “Application for Examination or Employment” for each exam he/she wishes to take. No copies will be accepted. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All statements made by candidates are subject to verification. **POST-MARKED APPLICATIONS WILL NOT BE ACCEPTED.**

FILING FEE: The fee must accompany the application. Applicants whose forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. Payment must be in the form of check or money order made payable to the Lewis County Treasurer. Refunds of fees will not be issued to applicants who are disqualified for failure to apply by the last day for filing, not meeting the minimum qualifications, or a candidate’s failure to appear for testing on the scheduled test date.

WORK EXPERIENCE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be full-time paid work experience. Part-time paid work experience will be accepted based on its full-time equivalent.

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 Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families, Family Assistance, Supplemental Nutrition Assistance Program 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. Fee waiver forms are available at the Lewis County Civil Service office or online at www.lewiscounty.org.

TIME AND PLACE OF EXAM: Accepted candidates will be notified when and where to appear for an exam. No one will be admitted to an exam without the official admittance notice.

RESIDENCY: New York State Residence is not required for most positions. However, you must be eligible for employment in the United States. An appointing authority may exercise its rights under Section 23-4a of Civil Service Law to give preference to legal residents of their jurisdiction.

VETERAN CREDITS: 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 Veterans’ Credit form(s) on or before the date of the examination.** Forms are available in the Civil Service office or online at: www.lewiscounty.org. In addition to the Veterans’ Credit Form, you must include a copy of your discharge papers (DD-214). The time periods for which veterans’ credit is permitted are listed on the Veterans’ Credit Application.

ADDITIONAL CREDIT 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 10 points in a competitive exam 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 a police officer killed in the line of duty killed in this municipality, please inform this office of this matter when you submit your application for exam. 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.

ELIGIBLE LISTS: Eligible lists will be established in the order of final rating for successful candidates, and will be established for a minimum period of one (1) year and a maximum of four (4) years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking exams on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as the written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. The Cross-Filer form is available at the Lewis County Civil Service or online at www.lewiscounty.org.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spellcheckers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any other 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 site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

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

BACKGROUND INVESTIGATION: Appointees from an eligible list are required to undergo a criminal history background investigation, which may include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designation by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

This examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-3 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply. Federal and State law prohibits discrimination because of race, color, religion, sex, age, handicap or national origin.

APPLICATIONS AND FURTHER INFORMATION CAN BE OBTAINED ON ONLINE AT WWW.LEWISCOUNTY.ORG OR AT THE LEWIS COUNTY CIVIL SERVICE OFFICE, 7660 N. STATE STREET, LOWVILLE, NY 13367. PHONE (315) 376-5349.