

COLUMBIA COUNTY CIVIL SERVICE COMMISSION  
401 STATE ST., HUDSON, NEW YORK 12534  
Phone: 518-828-6622  
[www.columbiacountyny.com](http://www.columbiacountyny.com)

Please Post Conspicuously



Issue Date: 12/8/11  
County #2747

Columbia County Civil Service Commission announces an  
open-competitive decentralized examination for:

### **Clerk/Typist #2747**

*Administration of this exam does not imply that a vacancy exists*

Date of Examination: January 21, 2012 (written test only)

Last Filing Date: January 3, 2012

Filing Fee: Fee for this examination is \$15.00  
(See reverse side for instructions)  
(Personal checks no longer accepted)

Place of Examination: TO BE ANNOUNCED

Vacancy: The eligible list established from this examination will be used to fill vacancies as they occur **in all division(s) under the Columbia County Civil Service Commission jurisdiction.**

Residency: *For positions within Columbia County Government, Towns/Villages, City of Hudson and all other jurisdictions not indicated below candidates must be a resident of Columbia County for four months prior to the date of the examination.*  
*For positions with Columbia Greene Community College, candidates must be a resident of Columbia or Greene County for four months prior to the date of the examination.*  
**For positions with School Districts**, candidates must be a resident of Columbia County or the school district for four months prior to the date of the examination.

*As per civil service law 23.4, preference in appointment may be given to residents of each civil division.*

Salary: \$16,952.00 - \$36,340.00 (salary determined by location of vacancy)

**Duties of the position:** This is routine clerical work of limited complexity and variety requiring the skilled use of an alphanumeric keyboard. The work is performed in accordance with well-defined standards and procedures. Detailed instructions are provided by higher-level staff for new or difficult assignments. Candidate would do related work as required. Typical Work Activities: Sorts, indexes and files material alphabetically and/or numerically; Pulls material from files, makes simple file searches and maintains charge out records; Types forms, letters, bills, reports, announcements and correspondence from manuscript and other copy; Checks reports and records for clerical accuracy and completeness; Prepares routine statistical reports from assembled data; Opens, times, stamps, sorts and distributes mail daily; Procures, distributes and maintains stock of office supplies; occasionally may act as a receptionist and/or switchboard operator; Operates alphanumeric keyboard; Inputs departmental data into computer as necessary. working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to get along well with others; ability to understand and follow simple oral and written directions; ability to type accurately from rough draft or copy at 35 words per minute; ability to make routine arithmetic computations and tabulations accurately with reasonable speed; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy.

**Minimum qualifications: On or before the last filing date:**

A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing. **(Please specify on application that typing course was completed in high school, if applicable.)**

OR

B. One year of satisfactory full time paid clerical work experience, which shall have included substantial typing duties.

**SUBJECT OF THE EXAMINATION:** The written test is designed to test for knowledge, skills/abilities in such areas as:

1. **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.
2. **Spelling:** These questions test your ability to spell words that are used in written business communications.
3. **Record keeping:** These questions evaluate our 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. **Alphabetizing:** These questions test your ability to file material accurately in alphabetic order.

Please note that a copy of "A GUIDE TO TAKING ENTRY-LEVEL CLERICAL/STENO/TYPIST SERIES" and other related information is available on line at: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm) or through a link on the Columbia County website [www.columbiacountyny.com](http://www.columbiacountyny.com) Civil Service/Employment.

### ***PERFORMANCE TEST:***

Candidates who receive a passing score on the written test must also qualify on the typing performance test. **You must pass both the written test and performance test to be considered for appointment.** 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. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The County of Columbia reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies. The typing performance test is usually within several weeks of the written test. All candidates who pass the written test will be notified of time and place of the performance test.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers (PC's). The computer program requires no prior knowledge of software.

The test is five minutes long and is preceded by a three-minute practice session. The test passage is displayed on a pc monitor. 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 the text at 35 words per minute, the maximum allowable number of errors is 7. (Note: A word is defined as five characters. The rating formula divides the total number of keystrokes by five to determine the number of words entered).

Candidates who do not qualify on the performance test may request a retest of the performance test in typing. A one-time retest will be available. A retest will be given on the same day as the original performance test.

**Performance test waiver policy.** The performance test may be waived for candidates who have passed a typing performance test at a rate of at least **35 words per minute.** The test must have been administered by the Columbia County Civil Service Commission, the NYS Department of Civil Service, the NYS Department of Labor, or any local municipal civil service agency within the State of NY. Also, documentation of passing such a test administered by a business school, college or government agency not listed above **may** be accepted for waiver, if the Columbia County Civil Service Commission determines the test to be acceptable. **Candidates must have passed the performance test within 4 years of the date of the written examination.** Candidates must provide verification from the agency that administered the test, including agency name and address, test date, and the passing rate of speed.

**Web based or on-line Keyboarding performance testing will not be accepted at this time.**

Calculators are recommended.

**Columbia County – An Equal Opportunity Employer**

## GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted.**

**Note:** Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

**VETERANS CREDITS:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 veterans' credit.

"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."

**RESIDENCY REQUIREMENTS:** Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a **Change of Address Notification Form (available @ Civil Service or @ [www.columbiacountyny.com](http://www.columbiacountyny.com) and all supporting documentation as necessary.** Information provided will be reviewed at a monthly commission meeting. **Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed.** No attempt will be made to locate candidates who have moved.

**RATING & REVIEW:** Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

**TRANSCRIPTS:** Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

**EXAM NOTICES:** The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

**CALCULATORS:** 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, cell phone calculators or any similar devices are prohibited.

**ELIGIBLE LIST:** The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. **Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.**

**FILING FEES:** A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

**APPLICATION WAIVER FEE:** 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. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at [www.columbiacounty.ny.com](http://www.columbiacounty.ny.com).**

**MULTIPLE EXAMS:** If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. If you need an alternate test date, see Alternate Test Date Policy @ [www.columbiacounty.ny](http://www.columbiacounty.ny) or call this office at (518) 828-6622 prior to the examination.

**MINIMUM QUALIFICATIONS:** A candidate must meet the qualifications on or before the last filing date.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III:** 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 Questar III 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 a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**NOTE:** Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.