



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**

[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

**TYPIST/OFFICE SPECIALIST I**  
 CONTINUOUS CIVIL SERVICE EXAM  
 (Open to the public)

<b><u>Exam Number</u></b> 17-CONT	<b>Applications Accepted Continuously</b>	<b><u>Application Fee*</u></b> \$15.00 (Do not send cash)
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**Written test and Performance test will be conducted on the third Wednesday of each month.  
 The application must be postmarked or received by the first Wednesday of that month.**

\* Application Fee is non-refundable and must be by check or money order.  
 It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

**Pay Rate:** Salary varies by location.

**Vacancy:** The Eligible List resulting from this examination will be used to fill all future vacancies in Ontario County, its Cities, Towns, Villages, School Districts, the Finger Lakes Community College and the Wayne-Finger Lakes BOCES.

**Residency Requirements:** Candidates must have been legal residents of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

**Minimum Qualifications:** Either:

1. Graduation from high school or possession of a high school equivalency diploma; OR
2. One year clerical experience which involved typing; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

**Note:** Graduation from a regionally accredited college or university with an Associate's Degree or Bachelor's Degree may be substituted for (1) or (2) above.

**Job Description of the Typist:** The work is primarily of a routine nature and involves the independent performance of standardized clerical tasks involving the full-time or substantial part-time operation of a typewriter. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to typewrite, this class is equivalent to the class of the Clerk. Does related work as required.

**Job Description of the Office Specialist I:** The work involves the performance of a variety of standard clerical tasks requiring the operation of various office equipment including computers. Performs routine work assignments with a moderate degree of independence. Detailed instructions are given for specific duties that vary with the needs of the departments. Work is reviewed by checking completed work, by periodic or spot checks or other steps in the clerical process. General supervision is received. Does related work as required.

**Controlled Substance Screening:** When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

**Background Investigation:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

**Subjects of Written Examination:** Written test 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. 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.

A Study Guide for this examination is available on our website at [www.co.ontario.ny.us/humanresources](http://www.co.ontario.ny.us/humanresources). Candidates not having access to a computer or the internet may request a copy of test guide by calling or writing Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465.

Candidates are allowed to use quiet, hand-held, solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

**Performance Test: Qualifying Typing Test:** Candidates will be called first to the performance test and only those who appear and are successful will be given the written examination immediately following the performance test.

The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 35 words per minute with the maximum allowable errors of seven. (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.) THE TEST WILL BE ADMINISTERED ON A COMPUTER KEYBOARD. No knowledge of computer operation or any specific software program is required. Detailed instructions will be provided to you before you take the test.

- **You must pass both the written and the performance test to be eligible for appointment.**
- **Your score on the eligible list will be based on your written test score.**
- **Only the written test score will determine your final examination rating.**

**Typing Performance Re-Testing Program:** Candidates who fail the typing performance test may take one retest only. This typing retest will be conducted on the same day as the performance test and immediately following all candidates' initial testing.

**Typing Performance Test Waiver:** Candidates who present written documentation, issued within the last 5 years, that shows the candidate was successful on a 5-minute typing performance test, typing at the rate of at least 35 words per minute with at least 96% accuracy, can be granted a waiver of the Civil Service Typing Performance test. Acceptable documentation includes:

- Official typing test results from New York State agencies, counties, cities, or towns which administer the New York State Civil Service Keyboard Test.
- Official typing or keyboarding test results from a high school, college, university, learning institute, or BOCES, that award recognized diplomas, certifications, or degrees.

The performance test documentation must be on official letterhead and must demonstrate that the test consisted of a 5-minute typing performance test, with a typing speed standard of at least 35 words per minute with at least 96% accuracy.

For further information on the waiver, please refer to the Typing Performance Waiver Request Form available at [www.co.ontario.ny.us/HumanResources](http://www.co.ontario.ny.us/HumanResources).

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:  
CHANNEL 10 NEWS, NEWS10NBC.COM, and 1550 AM RADIO STATION.**

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Completed applications must be delivered personally or mailed to the same address. Information may also be obtained by visiting our website at: [www.co.ontario.ny.us/HumanResources](http://www.co.ontario.ny.us/HumanResources).

Applications will be accepted continuously, with tests being scheduled by Ontario County Department of Human Resources on the third Wednesday of every month. Successful candidates will have their names placed on the Eligible List in the order of final scores, regardless of the date on which they took the test. An Eligible's name will remain on the Eligible List for a duration of one year. **Candidates may apply for the examination at six-month intervals.**

The Ontario County Department of Human Resources reserves the right to terminate this special recruitment program and reestablish the periodic type of examination.

It is the candidates' responsibility to notify Ontario County Department of Human Resources, in writing, of **address/telephone number changes**. All communication with candidates is done through the U.S. Mail. To be considered for preference in certification based on residency, be sure to include the city and/or town/village and school district you live in.

If candidates **fail to receive an admission letter** at least three days prior to the examination date, you should contact the department of human resources immediately.

**Religious Accommodation:** 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 Persons:** If special arrangements for testing are required, indicate this on your application form.

The required **NON-REFUNDABLE application processing fee** must accompany your application. This means that your fee will not be returned to you in any case, even if your application is disapproved. (If you file for multiple examinations, each application must be accompanied by a separate check/money order.) Check/money order must be made payable to the Ontario County Department of Human Resources and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

**Special requirement for appointment in school districts or 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.

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.

**Evaluation of foreign post-secondary education:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov>

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources  Typist/Office Specialist I Exam No. 17-CONT Issued: April 9, 2018
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