

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION FOR
OFFICE SPECIALIST II
EXAM NO. 1-2010**

Written test to be held MARCH 13, 2010 Ontario County, NY	Applications MUST be Postmarked no later than FEBRUARY 10, 2010	Processing Fee \$15.00** (Check/Money Order)
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ONTARIO COUNTY 2010 STARTING SALARY: \$24,355.50 (\$12.49/hr.)

GENEVA CITY SCHOOL DISTRICT STARTING SALARY: \$27,193.58 (\$13.07/hr.)

SALARY VARIES BY JURISDICTION. At present, two vacancies exist in the Geneva City School District. The List resulting from this examination will be used to fill the present and all future vacancies as they occur.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO COUNTY OR OF A SCHOOL DISTRICT WHICH HAS ITS PERSONNEL TRANSACTIONS ADMINISTERED BY ONTARIO COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

Jurisdictions under the Ontario County Department of Human Resources include Ontario County, its Cities, Towns, Villages, School Districts, the Finger Lakes Community College, and the Board of Cooperative Educational Services.

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 TO RESIDENTS OF A MUNICIPALITY PURSUANT TO SUBDIVISION 4-a OF SECTION 23 OF THE CIVIL SERVICE LAW, AN ELIGIBLE MUST HAVE BEEN A RESIDENT OF SUCH MUNICIPALITY FOR AT LEAST ONE MONTH PRIOR TO THE DATE OF CERTIFICATION IN ORDER TO BE INCLUDED IN A CERTIFICATION AS A RESIDENT OF SUCH MUNICIPALITY 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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a personal computer, computer terminal, typewriter, or similar equipment in processing data to complete various records or documents;

In addition to receiving and organizing documents and work to be typed, may develop and compose routine correspondence on matters where policies and procedures are well defined;

Updates and stores department documents on personal computer;

Maintains and may oversee a variety of filing systems based on alphabetic, numeric and/or chronological methods in traditional paper-based or electronic filing systems;

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TYPICAL WORK ACTIVITIES: (Continued)

Installs, updates and maintains basic office software packages that do not require specialized training;
Performs routine minor operator preventative maintenance on equipment as specified by manufacturer to insure efficient and effective operation;
Analyzes equipment problems and takes appropriate action either by repairing or contacting appropriate technicians;
Reviews accounts, records, reports, and other documents for completeness, accuracy and conformity with established procedure;
Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work;
May prepare and maintain personnel records and payroll data;
Answers telephone and provides detailed information as it relates to a specific department;
May train new employees on established systems and procedures.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a New York State equivalency diploma and one year of clerical experience involving typing; OR
2. Two years of 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: Completion of one year of college with study in secretarial science, office technologies, business administration or related field may be substituted for the required experience as noted above with 30 credit hours being equivalent to one year of experience.

NOTE: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

NOTE: IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO THE EXAMINATION DATE. WITHOUT THIS INFORMATION, CANDIDATES MAY NOT BE ADMITTED TO THE EXAMINATION.

NOTE: 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 EXAMINATION: Written test designed to test for knowledge, skills, and/or abilities in such areas as:

1. Spelling - These questions test for the ability to spell words that are used in written business communications.
2. Grammar, Usage, Punctuation – The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.
3. Keyboarding Practices - These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.
4. Office Record Keeping - These questions evaluate your ability to perform common office 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.
5. Office Practices - These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

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, or any similar devices are prohibited. You may not bring books or other reference material.

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

In addition to the subjects of Examination covering the written test, a performance test will be conducted as follows:

PERFORMANCE TEST: QUALIFYING TYPING TEST:

CANDIDATES WHO RECEIVE A PASSING SCORE ON THE WRITTEN TEST WILL BE CALLED TO TAKE THE TYPING PERFORMANCE TEST AT A LATER DATE. THE ELIGIBLE LIST WILL BE ESTABLISHED AND WILL BE RESTRICTED TO THOSE WHO PASS THE TYPING PERFORMANCE TEST.

The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 40 words per minute. 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.

TYPING PERFORMANCE RETESTING PROGRAM

Candidates who fail their typing performance test may take one retest only. This typing retest will be conducted on the same date as the performance test and immediately following all candidates' initial testing.

TYPING PERFORMANCE TEST WAIVER

If a candidate has already passed a 40 word per minute or higher typing test administered by Ontario County Department of Human Resources and/or any municipal civil service agency; and/or the New York State Division of Employment; and/or New York State Department of Civil Service, within 4 years of the date of the written test, the typing performance test may be waived. If a candidate has held a permanent position in a title for which a passing performance test was required, the performance test can be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the typing test, the test date and the passing speed.

NOTE: ONLY THE WRITTEN TEST SCORE WILL DETERMINE THE FINAL TEST SCORES.

Completed applications, which must be delivered personally or bear a postmark not later than **February 10, 2010**, must be filed at the same address.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATION OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.

IF CANDIDATES FAIL TO RECEIVE AN ADMISSION LETTER AT LEAST SEVEN DAYS PRIOR TO THE EXAMINATION DATE, YOU SHOULD CONTACT THE DEPARTMENT OF HUMAN RESOURCES IMMEDIATELY.

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.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, national origin or disabilities. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. 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).

NOTE: 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.

**** The required fee must accompany your application.** (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to **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.

* Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination. **DISABLED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled On Same Date

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 who you have filed an application of the test site at which you wish to take your examination(s). You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

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.

John E. Garvey
Director of Human Resources

Office Specialist II
Exam No. 1-2010
Issued: January 13, 2010