

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS EXAMINING PROGRAM FOR
TYPIST/OFFICE SPECIALIST I
EXAM NO. 17-CONT**

APPLICATIONS ACCEPTED
CONTINUOUSLY

PROCESSING FEE - **\$15.00**
(Check/Money Order)

Written test (preceded by a performance test) will be conducted on the third Wednesday of each month. Your application must be postmarked or received by the first Wednesday of that month.

VACANCIES: All existing or future vacancies for Typist and Office Specialist I will be filled by certified local residents who qualify under this program.

ONTARIO COUNTY 2009 STARTING SALARY: \$22,405.50 (\$11.49/hr.) Jurisdictional salaries are varied. This information will be supplied when vacancies 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 AND MAINTENANCE OF SAME TO BE CONSIDERED FOR APPOINTMENT.

FOR THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES' POSITIONS, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO, YATES, SENECA, OR WAYNE COUNTIES 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 Towns, Villages, Cities, 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)

Specific to Typist:

Operates a typewriter and/or Electronic Work Station (personal computer, word processor, or any other electronic micro-processor/device) and/or a computer terminal in performing duties described below:

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards and similar materials;

Transcribes dictaphone cylinders and/or longhand copy (which includes the typewriters used in relations to work processing);

Acts as receptionist.

Specific to Office Specialist I:

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

Receives and organizes work to be typed determining document format;

Types correspondence, documents, records and other written material using handwritten, rough drafts, marked copy, oral recordings or data from various equipment as source material;

Proofreads and corrects work producing accurate and complete typed copy,

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school diploma; OR
2. One year clerical experience which involved typing.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

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.

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. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE AND THE APPLICATION MUST BE APPROVED 7 DAYS PRIOR (**SECOND WEDNESDAY**) IN ORDER TO BE SCHEDULED TO TAKE THE EXAM ON THE **THIRD WEDNESDAY**.

SUBJECTS OF 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.

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 materials.

A study guide for this examination is available on our website at www.co.ontario.ny.us/humanresources. If you do not have access to the World Wide Web, you may call/write Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585-396-4465) to obtain a copy.

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.

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.

NOTE:

ONLY THE WRITTEN EXAMINATION SCORE WILL DETERMINE THE FINAL TEST SCORE

TYPIST 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.

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). Information may also be obtained by visiting our website at www.co.ontario.ny.us/HumanResources/ Completed applications may be delivered personally or mailed to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424.

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.

Applications will be accepted continuously, with tests being scheduled by the 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.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATIONS 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.

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.

TYPING PERFORMANCE TEST

WAIVER: If a candidate has already passed a 35 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. 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: 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.

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.

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.

DISABLED PERSONS: If special arrangements for testing are required,

indicate this on your application. 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. 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 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.

THIS IS TO ADVISE THAT PROSPECTIVE JUNE HIGH SCHOOL GRADUATES WILL BE ALLOWED TO PARTICIPATE IN THE ABOVE EXAMINATION PRIOR TO GRADUATION FROM HIGH SCHOOL. HOWEVER, THOSE PERSONS ACHIEVING A PASSING SCORE IN THE EXAMINATION WILL NOT HAVE THEIR NAMES PLACED ON THE ELIGIBLE LIST UNTIL A COPY OF THEIR HIGH SCHOOL DIPLOMA HAS BEEN PRESENTED TO THIS OFFICE.

John E. Garvey
Director of Human Resources

Typist / Office Specialist I
Exam No. 17-CONT

Revised: July 8, 2009