

CONTINUOUS RECRUITMENT

OPEN COMPETITIVE EXAMINATION FOR TYPIST/RECEPTIONIST-TYPIST KEYBOARD SPECIALIST

Exam Number: 20-009

**Examination will be held on an as needed basis
Applications Accepted Continuously**

***Processing Fee:** Twenty dollar (\$20.00) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

Admission notices will be mailed to all approved candidates.

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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 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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at www.gobroomecounty.com.**

MINIMUM SALARY

Typist/Receptionist-Typist

\$11.8676/hour (CSEA)

\$25,137 (ADMIN)

\$16.69/hour

Varies with location

VACANCIES

Anticipated

Anticipated

Anticipated

Anticipated

LOCATION OF WORK

Broome County Departments

Broome County Departments

SUNY Broome Community College

Schools, Towns, Villages and Special Districts

Keyboard Specialist:

\$13.0820/hour (CSEA)

\$27,608 (ADMIN)

\$16.69/hour

Anticipated

Anticipated

Anticipated

Broome County Departments

Broome County Departments

SUNY Broome Community College

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES:

Typist/Receptionist/Typist: This is routine work involving responsibility for the accurate performance of a wide variety of routine typing and clerical duties. Specific duties vary with the needs of the department. This position differs from Senior Typist because the duties performed are less complex and/or exclude supervisory responsibilities. The work is performed under direct supervision. Does related work as required.

Keyboard Specialist: The work 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 such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Does related work as required.

MINIMUM QUALIFICATIONS: None

MINIMUM QUALIFICATIONS FOR BROOME COUNTY DEPARTMENTS: (EXCLUDING BROOME COMMUNITY COLLEGE)

Graduation from high school or possession of an equivalency diploma.

Religious accommodations/handicapped persons/military personnel: If special arrangements for testing are required, indicate this on your application.

PERFORMANCE TEST: This portion of the examination has been discontinued as of July 10, 2017.

WAITING PERIOD AFTER FAILING THE TYPIST/RECEPTIONIST/TYPIST-KEYBOARD SPECIALIST EXAMINATION: If a candidate is unsuccessful on the written test the candidate must wait six (6) months before re-applying for the same examination.

SUBJECT OF EXAMINATION: This is a multiple choice test administered on an IBM compatible personal computer and will cover knowledge, skills, and 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 must bring their picture ID and two sharpened #2 pencils to the examination. 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.

A study guide for the written test is available on the Broome County Website: www.cs.ny.gov/testing/localtestguides.cfm. If you have a question about the website or would like a study guide mailed to you call the Broome County Department of Personnel.

Successful candidates will have their names placed on the eligible list in order to their score, regardless of the date on which they take the test. The rank of eligible's changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

TERMINATION OF PROGRAM: The Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

Rating: This written examination is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing. Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

Special Requirement for Appointment in School Districts and BOCES

Per 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.

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.

Veteran's Information

Veterans or disabled veterans who want to apply for the credits, must submit an **Application for Veteran's Credits**. Candidates who served during creditable years and indicate on their application that they wish to claim Veteran's Credits, but have not submitted the form with their application will be sent the Application for Veteran's Credits and a **Veteran's Information Sheet**. To claim credit, the completed forms must be submitted prior to the establishment of the eligible list.

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 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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

Continuous Recruitment form -2013-Clerical Series-OC

Date of issue: 4/2020

Typist/Receptionist/Typist-Keyboard Specialist-OC