

INSTRUCTIONS

- 1. Read this exam announcement thoroughly.** You are urged to compare your qualifications carefully with the requirements listed in the MINIMUM QUALIFICATIONS section, and file only for those examinations for which you are clearly qualified.
- 2. Complete a Civil Service application.** Your application must show that you meet the minimum qualifications, as no refunds will be given if your application is disapproved. (All experience required to meet the minimum qualifications is paid, full-time experience unless otherwise noted.)
- 3. Submit your application and fee (or fee waiver, if eligible).** Send to Cayuga County Civil Service Commission, 160 Genesee St., 2nd Floor, Auburn, NY 13021, on or before the last filing date. **(Mailed applications must be postmarked by the last filing date.)** Make the check or money order payable to CAYUGA COUNTY, and include the Examination Number(s). Do not send cash. If applying for more than one Cayuga County exam, you must submit a separate application for each exam, as well as the application fee required for each exam. **No refunds will be given if you fail to appear for the exam.**

Approved candidates will receive an Admission Notice approximately 10 days before the exam date, listing the date, time, and place of the exam. (Disapproved candidates will receive a letter stating why they were disapproved.) If you do not receive an Admission Notice within 3 days of the exam date, contact the Civil Service office at **315-253-1284**. The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application, nor take responsibility for non-delivery of mail or postal delay.

CAYUGA COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Commissioners

Jeffrey L. Edwards, Chairman
Ronald J. Oughterson
Peter R. Stephenson

Human Resources Administrator
Jennifer L. Marshall

Deputy Human Resources Administrator
Barbara L. Coleman

CAYUGA COUNTY



**Department of Human Resources
and Civil Service Commission**

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

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(315) 253-1284

Fax
(315) 253-1084

e-mail
civilservice@cayugacounty.us

website
www.cayugacounty.us/civilservice

**PLEASE POST THIS ANNOUNCEMENT CONSPICUOUSLY
(REMOVE ONE DAY AFTER "LAST FILING DATE")**

To download this announcement and the Cayuga County application, visit our website: www.cayugacounty.us/civilservice

TO APPLY FOR THIS EXAM: SEE INSTRUCTIONS ON BACK PAGE.

Senior Clerk

Examination No.: OC#64985 (Open to the Public)
Examination Date: September 25, 2010 (Saturday)
Last Filing Date: August 11, 2010 (Wednesday)(Applications will NOT be accepted after this date!)
Application Fee: \$15.00 (NON-REFUNDABLE)

SALARY: \$29,269 - \$31,989 (2008 Salary, CSEA, Grade 8, County Departments, 35 hours)

VACANCIES: The eligible list established as a result of this exam will be used to fill present and future full-time and part-time vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

RESIDENCY: Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

MINIMUM QUALIFICATIONS (Candidates must meet the following requirements) **EITHER:**

- (A) Graduation from high school or possession of an equivalency diploma and 2 years of clerical experience; OR
- (B) Three years of clerical experience in a business setting; OR
- (C) Any combination of experience and training.

ANTICIPATED ELIGIBILITY (EDUCATION): If you expect to complete the educational requirement by March 25, 2011, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by May 25, 2011. Failure to do so will result in removal of your name from the eligible list.

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 NYS Education Dept. as following acceptable educational practices. **NOTE:** 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.

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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns work, reviews, and records work done, and instructs new employees in specialized clerical work of a unit;
Monitors agency record-keeping system for proper maintenance, both manual and computerized;
Uses a data-entry terminal keyboard or microcomputer to enter and retrieve pertinent data from computer files;
Maintains records for inventory, overhead expenses, maintenance, and operating costs;
Conducts routine correspondence on matters where policies and procedures are well defined;
Checks reports and records for clerical accuracy, completeness and proper extension;
Collects and compiles statistics and other related information;
Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;
Contacts by telephone, email or correspondence clients, vendors, or other agencies to resolve issues;
Processes checks, codes and files requisitions, claims, vouchers, bills, and receipts;
Collects fees and accounts for monies received;
Issues and records applications, licenses, and permits;
Processes, sorts indexes, records, and files a variety of control records and reports;
May operate computing, calculating, or other office machines;
Prepares and maintains a variety of records and reports;
Reviews documents for accuracy, completeness, and conformity with established procedures and makes appropriate determinations;
Answers telephone and provides information orally or in writing in response to inquiries.

SUBJECTS OF EXAMINATION: A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:
(Use of calculators is ALLOWED.)

1. Coding/decoding information

These questions test for the ability to use written directions to code and decode information accurately. You will be asked to apply sets of coding rules to code information and to interpret coded information. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

2. Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

3. Office record keeping

These questions test 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.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

USE OF CALCULATORS: **Use of calculators is ALLOWED.** 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. You may **not** bring cellular phones, beepers, pagers or headphones.

STANDARD INFORMATION

JURISDICTION: The Cayuga County Civil Service Commission handles personnel transactions for 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

SECTION 23.2: This exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules, Regulations dealing with the rating of examinations will apply to this examination.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. A waiver of application fee will also 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. To obtain a copy of the Application Fee Waiver and Certification Form you may go our website: www.co.cayuga.ny.us/civilservice Click on Application for Employment. Click on Application Fee Waiver Request Form. **OR** you may call/write: Cayuga County Dept. of Human Resources and Civil Service Commission, County Office Building, 2nd Floor, 160 Genesee Street, Auburn, NY 13021. Telephone: **315-253-1284**.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Cayuga County Dept. of Human Resources and Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

VETERAN PREFERENCE: Veterans or disabled Veterans desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of application and the date of establishment of the resulting eligible list. **Veteran's credits can only be added to a passing score on the examination.** Forms will be sent to candidates after applications have been examined. The time periods for which veterans credit is permitted are listed on the Civil Service Application. (Vietnam Conflict: **February 28, 1961 – May 7, 1975**)

SPECIAL NOTICE TO ACTIVE DUTY MEMBERS OF THE ARMED FORCES: Beginning 1/1/98, the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.

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.

ADDITIONAL CREDITS ALLOWED 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 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.

ELIGIBLE LIST: The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years.

Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

CHANGE OF ADDRESS: If you move, it is your responsibility to notify the Civil Service Office of your new address.

The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

ALTERNATE TEST DATE: Under specific circumstances, an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding the exam date.

PHOTO/SIGNATURE I.D. REQUIRED: At time of admission, candidates will be required to bring to the examination positive identification such as a driver's license, passport, or student identification which contains a photo and your signature.

CROSS-FILING (MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY):

- 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 whom you have filed an application of the test site at which you wish to take your examination.

- Attach a CROSS-FILING FORM to your Cayuga County Civil Service Application. Request this form by calling (315) 253-1284, or download at: <http://co.cayuga.ny.us/civilservice/ccapp>

WEATHER EMERGENCY / EXAM CANCELLATION: Listen to your local TV/Radio stations for information.

TV Stations: WSTM 3, WTVH 5, WIXT 9, Time Warner Cable 12 and 98.

Radio Stations: WSEN 92.1FM, WNYR 98.5FM, WALL 99.3FM, WSWF 1110AM, WGVA 1240AM, WCGR 1550AM, WAUB 1590AM, WFBL 1050AM.