



Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION

EXAMINATION TITLE: Senior Recording Clerk NUMBER: 85659
OPEN COMPETITIVE SALARY: \$19.6991 ~ \$23.7013/hr.

EXAMINATION DATE: October 21, 2023 *

Applications must be received in this office by 4:00 PM September 15, 2023 or be postmarked with that date.

*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in the Allegany County -County Clerk's Office.

Candidates must have been legal residents of Allegany County and adjoining counties (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination. Preference may be given to residents of Allegany County or a political subdivision of Allegany County.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585-268-9212.

ATTENTION CROSS-FILERS: ADDITIONAL REQUIREMENT:

- If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.
-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also 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 exams.
The Cross-Filing Form may be found on our website at: www.alleganyco.gov, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree*; or
B. Possession of an Associate's degree* with a major in Paralegal/Legal Assistant: or
C. Two years of experience in a position working with legal instruments and records in a department of municipal, state, or federal government; or
D. Two years working in a law office, insurance or real estate office, or a title/abstract or related agency

* Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

APPLICATION FEE: In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$15.00 from examination applicants for each separate examination for which they apply. The \$15.00 fee applies to this examination. The required \$15.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer, on our website through Xpress Pay or cash (exact amount only please, we cannot make change). PERSONAL CHECKS ARE NOT

ACCEPTED. As **no refund** will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

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 by the close of business on the application deadline as listed at the beginning of this announcement. Contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585/268-9212 for the Application Fee Waiver and Certification form.

DUTIES:

This is important clerical work of a specialized nature involving the performance of difficult clerical work in the receipt, review and processing of a variety of legal instruments entered into the permanent records in the County Clerk's Office. Work is performed under general supervision in accordance with specific laws, office policies and procedures requiring a high degree of accuracy and thoroughness. Difficult technical or policy problems may be referred to a superior for decision or review of judgment where recommendations are initiated. Does related work as required.

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

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.

Operations with Letters and Numbers

These questions test for skills and abilities in operations involving alphabetizing, 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.

Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Working with office records

These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

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 the application and the date of the establishment of the resulting eligible list. Veterans credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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.

Use of a calculator is ALLOWED. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **You will not be permitted to use the calculator function of your cell phone or smart watch.**

This written 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 and Regulations dealing with the rating of exams will apply to this examination.

ISSUED: August 31, 2023

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: [Human Resources / Civil Service – Allegany County, New York](#), click on Human Resources/Civil Service at the website.