



Department of Human Resources &
Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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**CONTINUOUS RECRUITMENT
OPEN COMPETITIVE EXAMINATION**

SENIOR TYPIST # 163

EXAMINATION DATES TO BE DETERMINED BY
ALLEGANY COUNTY HUMAN RESOURCE/CIVIL SERVICE DEPARTMENT

Allegany County is temporarily waiving all examination fees for exams being administered between January 1, 2024 and December 31, 2025

DISTINGUISHING FEATURES OF THE CLASS: This is varied clerical work requiring ability to type. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy and/or operate a computer terminal to enter data for record keeping purposes. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of experience in clerical work which shall have involved typing; or,
- (b) Two years of satisfactory full-time paid experience which shall have included typing.

PROMOTIONAL QUALIFICATIONS: Employees with at least 12 months continuous permanent competitive class status in a lower grade clerical title immediately preceding the date of the examination in a jurisdiction whose Civil Service is administered by the Allegany County Department of Human Resource/Civil Service.

RESIDENCY: Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County or the jurisdiction in which appointment is to be made.

VACANCY: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Allegany County Departments, towns, villages, special districts and school districts under the jurisdiction of the Allegany County Human Resource/Civil Service Department.

SALARY: Varies by municipality.

APPLICATION FORMS for this examination are accepted continuously and may be obtained from, and must be filed with, the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.com> ; however, e-mail or faxed applications are not accepted.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by admission card 7 to 10 days prior to the examination, when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (585) 268-9212.

NOTE: You must bring identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature.

SATURDAY SABBATH OBSERVERS, DISABLED PERSONS, AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form.

SUBJECT OF EXAMINATION: Written test will cover 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 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 PRACTICES:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which office support staff, 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 workflow; 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, and 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.

The written test 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 the written test.

WRITTEN RETEST POLICY: Candidates must wait 6 months between retests of this written examination.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in accordance with the requirements of the New York State Civil Service Department. The names of qualified candidates will remain on the eligible list for one year.

Where a vacancy exists for Senior Typist, preference in certification from the Promotional eligible list will be given to candidates employed in the department or jurisdiction where the vacancy exists. Those candidates who qualify for the promotion exam may also file an application for the open-competitive exam in order to be considered for vacancies in other departments or jurisdictions. The open competitive eligible list will be certified after the promotional list has been exhausted.

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 INFORMATION FOR CANDIDATES: For free copies of the booklets, “A Guide to Taking the Written Test for Senior Typist Series” and “Civil Service Examination – How to Take a Written Test,” call/write the Allegany County Personnel/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212 or you can download the publications from the Allegany County Human Resource/Civil Service Department’s website (<http://www.alleganyco.com>).