



Department of Human Resources & Civil Service

Continuous Recruitment Promotional Exam Announcement

Please Post Conspicuously

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County Executive

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Director

**BOCES #1; Brighton, Brockport, Penfield, Pittsford,
Spencerport, West Irondequoit Central School Districts;
Rochester City School District; Town of Greece**

POC3-0519-12 Office Clerk III

Application Fee: **\$15.00**

Examination Date: **May 19, 2012**

Application Deadline: **April 10, 2012** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date

Performance Test: This examination requires a **Qualifying Database Clerk Performance Test.**

Performance Test Date: **To be announced**

Who May Apply: **Qualified employees of the jurisdictions listed below**

Salary: **\$19,000- \$27,000 annually (BOCES #1)**
\$11.20 - \$11.98 hourly (Brighton Central School District)
\$11.94 hourly (Brockport Central School District)
\$11.71 hourly (Penfield Central School District)
\$13.00 hourly (Pittsford Central School District)
\$11.51 - \$14.03 hourly (Rochester City School District)
\$11.62 - \$13.36 hourly (Spencerport Central School District)
\$17.91 - \$23.52 hourly (Town of Greece)
\$9.20 - \$15.06 hourly (West Irondequoit Central School District)

Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

An open-competitive exam is also being offered for qualified applicants.

Minimum Qualifications:

Brighton, Brockport, Pittsford, Spencerport & West Irondequoit Central School Districts:

Candidates must be permanently employed in the competitive class at **an agency listed above** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk IV** immediately preceding the date of the written test.

BOCES #1:

Candidates must be permanently employed in the competitive class at **BOCES #1** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk IV or Clerk IV** immediately preceding the date of the written test.

Penfield Central School District:

Candidates must be permanently employed in the competitive class at **Penfield Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk IV or a Receptionist** immediately preceding the date of the written test.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Town of Greece:

Candidates must be permanently employed in the competitive class at the **Town of Greece** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk IV, Clerk IV or a Receptionist** immediately preceding the date of the written test.

Rochester City School District:

Candidates must be permanently employed in the competitive class at the **Rochester City School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk IV or Office Clerk IV - Bilingual** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Fees:

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

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. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

The work involves responsibility for the independent performance of varied clerical duties requiring a moderate degree of decision making. The use of a personal computer for word processing and database entry is an integral part of this position. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is usually submitted in its final form and is subject to general review by superiors. The employee reports directly to and works under the general supervision of a higher-level employee.

Scope of Examination:

The examination for this position will consist of two parts: **(1) a rated written test and (2) a Qualifying Data Base Clerk Performance Test. Candidates must pass both parts of this examination in order to receive a final passing grade for the entire examination.** Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice 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 the basic rules of grammar and usage. The punctuation questions test for knowledge of the correct placement of punctuation marks in sentences.

3. Keyboarding Practices

These questions test for 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 Record Keeping

These questions evaluate 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.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

A "**Guide to Taking the Written Test for the Senior Stenographer/Senior Typist Series**" is available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

The **Qualifying Database Clerk Performance Test** will be administered to all candidates who passed the written examination. The test will be a performance test which will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using a pre-established database. This test will consist of three timed parts. In part one, you will be required to add, delete and update various records in the data base. In part two, you will be required to retrieve records from a database and write down selected information from the records onto printed forms. In part three, you will be asked questions on the computer screen about the information you wrote down in part two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of material completed and on the accuracy of that material.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

**Office Clerk III, POC3-0519-12
(BOCES #1, Brighton CSD, Brockport CSD, Penfield CSD, Pittsford CSD,
RCSD, Spencerport CSD, W. Irondequoit CSD, Town of Greece)**

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be inter-filed. The names of the successful candidates will remain on the eligible list for at least one (1) year to fill present and future vacancies.

Appeals Process:

No review or appeal is allowed. The questions and answers have been subjected to careful analysis. The exemption of these questions from any candidate review or appeal permits more prompt establishment of lists and earlier appointments.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

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.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: March 12, 2012