Department of Human Resources & Civil Service

Continuous Recruitment Open Competitive Exam Announcement
Please Post Conspicuously

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OC3B Office Clerk III - Bilingual

Application Fee: **$15.00 – A non-refundable $15.00 application fee is required for each separately numbered examination for which you apply.**

Examination Date: **Scheduled monthly depending on date of application – see schedule on page 3**

Application Deadline: **Applications are accepted for this title on a continuous basis**

Who May Apply: **Qualified residents of Monroe County**

Salary: **Varies by agency**

Employment Opportunities: **The results of this exam may be used to fill vacancies at the Rochester City School District. Successful candidates in this examination will have their names interfiled on the continuous recruitment eligible list in the order of final scores. The names of candidates will remain on the eligible list for a period of one (1) year. Candidates who wish to retest may do so after six (6) months.**

This examination will also be given on a promotional basis on the same day, and the resulting eligible list will have preference in making appointments.

If you are interested and qualify, you must apply for the following examinations at the same time, as your participation in an examination for this title will be limited to once every 6 months for any one or combination of these titles:

OPEN COMPETITIVE		PROMOTIONAL	
OC3	Office Clerk III	POC3-MC	Office Clerk III (Monroe County Employees)
OC3B	Office Clerk III - Bilingual	POC3-Other	Office Clerk III (Jurisdictional Employees)
		POC3B	Office Clerk III - Bilingual

Minimum Qualifications: Candidates must meet the following minimum requirements on or before the date of written exam:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Two (2) years of paid full-time or its part-time or volunteer equivalent* office clerical or secretarial experience; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field; OR,

(C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Notes:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.

- Experience as a Teller, Cashier or Sales Clerk shall not be considered office appropriate experience.

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

Special Requirements:
If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

***** part-time/volunteer equivalent experience will be credited as follows:
0-9 hours per week = no credit
10-19 hours per week = 1/4 (one-quarter) of full-time work
20-29 hours per week = 1/2 (one-half) of full-time work
30 hours or more per week = full-time work

Work experience must be paid or volunteer full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:
Applicants must be residents of Monroe County for at least four (4) months at the time of examination

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. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. 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. Duties may involve contact with the general and Spanish-speaking public. 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 Spanish Language Oral Proficiency Test. Candidates must pass all 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.

The **Qualifying Spanish Language Oral Proficiency Test** will be administered at a later date to candidates who pass the written portion of this examination. This test is designed to evaluate the candidate's Spanish language oral proficiency at the level appropriate for the position(s) being filled. A **level 1** proficiency in the above language is required to pass the qualifying oral proficiency test for this title. This is equivalent to having limited oral language proficiency with unsophisticated, but understandable simple conversation.

Only sufficient number of candidates needed to fill the present vacancies will be called to take part in this qualifying portion of the examination. As additional vacancies occur, other candidates who were successful on the written portions of the examination will be invited to take the qualifying oral test.

The language oral proficiency test will be rated on a pass-fail basis. Candidates must pass all parts of this examination in order to be eligible for a permanent appointment.

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.

Examination Dates:

Month Application Received	Exam Date
April	June 25, 2016
May	July 30, 2016
June	August 20, 2016

*The Fall 2016/Spring 2017 examination dates will be posted in June 2016.
**Dates are subject to change at the discretion of the Monroe County Civil Service Commission.

Multiple Exam Takers:
Participating in an examination in another series on the same day will not be permitted. If you apply for other exams outside of this series given on the same day, then your Office Clerk III exam will be rescheduled. If you are also applying for examinations offered by Monroe County, the City of Rochester, New York State Civil Service Commission or any other municipality held on the same date you must complete a crossfiler form, which is available online at http://www2.monroecounty.gov/hr-guides.php.

Continuous Recruitment Retest/Failed to Appear Policy: Candidates are permitted to participate in this exam series only once every 6 months. If a candidate applies more than once in a 6 month time period, their application will be disqualified & their application fee will not be refunded. If a candidate fails to appear for an exam in this series without advance notice to the Monroe County Department of Human Resources, they will not be permitted to participate in this exam series for another 6 months.

Monroe County reserves the right to discontinue this continuous recruitment program and re-establish a period announced date type of examination.

- 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 Title on the Application.

Note:
Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:
There is a current eligible list for Office Clerk III (Exam No. OC3-1107-15) that is valid until March 17, 2017 and will run concurrently with the new eligible list for this continuous recruitment exam (OC3B). Candidates who apply and participate in this Office Clerk III posting will not be interfiled onto the eligible list that includes Exam Number OC3-1107-15 due to the fact that the new holding does not require a Database Performance Test. Successful candidates will have their names placed on a new 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 interfiled. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

The New York State Department of Civil Service's *Eligible List Administration Manual* states that when two civil service lists run concurrent "the old eligible [list] must be certified first to fill positions. The new list is certified after the old list is exhausted or expires."

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. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

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.

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) at the time of application. 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. If they are not filed within sixty (60) days of the application filing date your claim will be denied. No credit may be added after the eligible list has been established.

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.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

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 at the time of application. 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.

Admission to Examination:
All applications will be reviewed on a monthly basis. 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: April 4, 2016