Department of Human Resources & Civil Service

Promotional Exam Announcement
Please Post Conspicuously

Maggie Brooks
County Executive

Monroe Community College,
Rochester City School District and
Spencerport Central School District

Brayton M. Connard
Director

P-75666 Secretary II

Application Fee:	**$15.00**
Examination Date:	**February 7, 2009**
Closing Date for Filing:	**December 29, 2008 –** Applications must be filed in our office or postmarked by this date
Performance Test:	This examination requires a **forty (40)** word per minute **Qualifying Typing Performance Test**
Performance Test Date:	**To be announced** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information.
Salary:	**$28,939 - $37,008 annually (Monroe Community College)** **$13.17 - $16.07 hourly (Rochester City School District)** **$14.00 - $16.25 hourly (Spencerport 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:
Monroe Community College: Candidates must be permanently employed in the competitive class at **Monroe Community College** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Secretary III, Office Clerk III, Receptionist Typist or any other clerical or secretarial titles in salary group 5 or 6** immediately preceding the date of the written test.

Rochester City School District: Candidates must be permanently employed in the competitive class in the **Rochester City School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk III, Office Clerk III – Bilingual or any other clerical job titles in salary brackets IX – XIII** immediately preceding the date of the written test.

Spencerport Central School District: Candidates must be permanently employed in the competitive class in the **Spencerport Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Office Clerk III** 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 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:
An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Individuals wishing to claim this waiver of fee must complete an application fee waiver 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:
This is an important secretarial position involving the performance of difficult secretarial tasks which may include transcription from dictation equipment. Employees of this class serve as secretaries to administrators of a unit or major section relieving them of clerical work and routine administrative and business details. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is submitted in its final form. This title differs from the Secretary I title as it is more limited in scope and decision-making responsibilities than the Secretary I title. The employee works under general supervision from an administrator and is permitted considerable freedom in referring or responding to inquiries. Direct supervision may be exercised over a small clerical staff.

Scope of Examination:
The examination for this position will consist of two parts: (1) a rated written test and (2) a qualifying typing 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. Grammar/Usage/Punctuation--Level 2

The grammar and usage questions test for the ability to apply the basic rules of grammar, usage, and sentence structure.

The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

2. Keyboarding Practices--Level 2

These questions test your 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.

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. Office Practices--Level 2

These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which 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 work flow; 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.

5. Spelling--Level 2

These questions test for the ability to spell words that are used in written business communications.

6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

The **Qualifying Typing Performance Test** will consist of a test in accuracy and speed of typing at a minimum acceptable rate of forty (40) words per minute corrected. The typing test will be administered only to candidates who receive a passing score on the written test. Candidates will be notified by mail of the scheduled time and place of the typing performance test.

Please see the attached form PTW-1 for information about waiving the typing performance test.

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.

- 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.

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.

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 the Veteran's Administration. 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 crossfiler 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: December 8, 2008

PTW-1 03/2007

MONROE COUNTY
TYPING PERFORMANCE TEST WAIVER

_____
Name (Please Print)

_____ _____
Social Security Number Date of Civil Service Exam

The exam you are taking requires a Qualifying Typing Performance Test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test along with additional information.

WAIVER AND/OR DOCUMENTATION MUST BE POSTMARKED, FAXED OR RECEIVED IN THIS OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.

If you submit this waiver and/or documentation but it is not done correctly or information is missing or incomplete, it will be returned to you. If you do not submit this waiver and/or documentation within the thirty (30) day time frame, you will be required to take the scheduled typing test. You will be notified by mail of your test time and location.

I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST BECAUSE:

☐ 1. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking, with at least a 96% accuracy rate.

- The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.
- Documentation may be from a high school continuing education, college, business school, employment agency or local civil service agency.
- Proper documentation consists of:
  - ✓ Name
  - ✓ Social security number
  - ✓ Date of performance test
  - ✓ Statement saying typing test was five (5) minutes in length
  - ✓ Speed in words per minute
  - ✓ Number of errors
  - ✓ On official letterhead with the signature, title and phone number of the person providing the documentation

☐ 2. I am **currently employed** by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive status **in a title that required a typing performance test at or above the rate of speed required for the exam I am taking**.

Current title: _____ Dept or jurisdiction: _____

MAIL	FAX
Monroe County Department of Human Resources 39 West Main Street, Room 210 Rochester, NY 14614-1471 Attention: Joyce	(585) 324-1732 Attention: Joyce