

MONROE COUNTY REQUEST FOR STENOGRAPHIC PERFORMANCE TEST WAIVER

The exam you are taking requires a qualifying stenographic performance test.
The exam announcement will inform you of the minimum words per minute required to pass your stenographic performance test.

Name (Please Print)

Social Security Number

Civil Service Exam Date

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

___	1. I am taking a PROMOTIONAL exam and am currently in a position that required a stenographic performance test. Current title: _____ Dept or jurisdiction: _____
___	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 stenographic performance test at or above the rate of speed required for the exam I am taking. Current title: _____ Dept or jurisdiction: _____
___	3. I am providing documentation that I have been successful on a stenographic performance test at or above the rate of speed required for the exam I am taking. THIS MUST BE DATED WITHIN FIVE (5) YEARS PRIOR TO THE WRITTEN EXAM. This 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 OR COURSE COMPLETION AND SPEED IN WORDS PER MINUTE ON OFFICIAL LETTERHEAD WITH THE SIGNATURE AND TITLE OF THE PERSON PROVIDING THE DOCUMENTATION.

IF YOU DO NOT SUBMIT THIS WAIVER OR IT IS NOT DONE CORRECTLY, YOU WILL BE SCHEDULED FOR A STENOGRAPHIC PERFORMANCE TEST BY THIS OFFICE. YOU WILL BE NOTIFIED BY MAIL OF THE DATE, TIME AND PLACE.

IF YOU SUBMIT THIS WAIVER IT MUST BE DONE WITH PROPER DOCUMENTATION AND EITHER SENT IN WITH YOUR APPLICATION OR RECEIVED IN THIS OFFICE WITHIN FOURTEEN (14) DAYS PRIOR TO YOUR WRITTEN EXAM. MAIL TO:

Monroe County Department of Human Resources 39 West Main Street, Room 210 Rochester, New York 14614 Attention: Joyce
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IT IS NOT NECESSARY TO SUBMIT THIS FORM IF WITHIN THE LAST FIVE (5) YEARS:

1. You have previously submitted a waiver form with documentation at or above the rate of speed needed for the exam you are taking, OR
2. You have previously taken a stenographic performance test with Monroe County Civil Service at or above the rate of speed needed for the exam you are taking

If you have any questions, please call Joyce @ 428-5251