



AMENDMENT TO ANNOUNCEMENT

***Principal Clerk Typist***  
***PROMOTIONAL Exam NO. 75-586***

***This announcement is hereby amended. Please replace the DESCRIPTION with the following:***

**SALARY VARIES**

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF ALL ERIE COUNTY SCHOOL DISTRICTS; TOWNS; VILLAGES; SPECIAL DISTRICTS AND DEPARTMENTS. Successful candidates will be eligible for appointment only in the school district, town, village, special district or department in which they were employed at the time of the written test.

The eligible list resulting from this examination will also be used to fill present and future vacancies in Erie County Departments, Towns, Villages, School Districts and Special Districts. In each case, certification may be limited to legal residents of the jurisdiction in which the vacancy exists. The salary range for Erie County Departments is \$29,655 - \$37,290. Salaries vary among the other jurisdictions.

***Please also replace QUALIFYING EXPERIENCE and MINIMUM QUALIFICATIONS: with the following:***

**QUALIFYING EXPERIENCE FOR TAKING THE TEST:** Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for **12 months** immediately preceding the date of the written test in the position of **Senior Clerk Typist**.

**QUALIFYING EXPERIENCE FOR TAKING THE TEST IN THE TOWN OF AMHERST:** Town of Amherst employee candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for **12 months** immediately preceding the date of the written test in the position of **Senior Clerk Typist, Senior Account Clerk or Senior Account Clerk Typist**.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination

***In all other respects the announcement is unchanged.***

***ISSUED: March 17, 2015***



**COUNTY OF ERIE - DEPARTMENT OF PERSONNEL**  
invites applications for the position of:

**Principal Clerk Typist #75-586**  
**PROMOTIONAL**

**SALARY:** Not Displayed

**OPENING DATE:** 03/05/15

**CLOSING DATE:** 04/01/15

**DESCRIPTION:**

SALARY VARIES

**RESIDENCE REQUIREMENTS:** CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT\* FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT\* AT THE TIME OF APPOINTMENT. Preference may be given to successful candidates who have been residents of the municipality in which the appointment is to be made for one month preceding the date of the certification of the eligible list and who are residents of the municipality at the time of appointment. Non-residents may be required to become a resident of the appointing municipality if local law so states.

\* Candidates who reside in a school district which, for civil service purposes is administered by the Erie County Personnel Commissioner, but who are not legal residents of Erie County may apply for examination. However they will be certified for appointment only in the school district in which they are legal residents.

A promotion examination will be held at the same time as this examination. The list resulting from the promotion examination will be used first but appointments from this open competitive examination are anticipated. Use of the list may be suspended after it is one year old for any position which it is practical to fill through a new promotion examination.

The eligible list resulting from this examination will also be used to fill present and future vacancies in Erie County Departments, Towns, Villages, School Districts and Special Districts. In each case, certification may be limited to legal residents of the jurisdiction in which the vacancy exists. The salary range for Erie County Departments is \$29,655 - \$37,290. Salaries vary among the other jurisdictions.

**EXAMPLES OF DUTIES:**

A **Principal Clerk Typist** supervises and participates in specialized clerical work in a County department; Supervises, instructs and coordinates the work of employees performing typing, filing, or related office clerical work;

Maintains specialized records and prepares reports relating to the activities of the department;

Prepares payrolls and maintains time/attendance and employee personnel folders and ensures confidentiality of such information;

Prepares and types statistical reports and related documents and checks for accuracy;

Assists in preparing budgets and personnel request documents;

Maintains and types simple financial records and accounts relating to departmental budgets and/or expenditures for supplies and equipment;

Requisitions and inventories office supplies and equipment;

Maintains control of purchase orders;

Lays out, oversees and checks for accuracy, the work of subordinate clerical employees;

Develops, tests and assists in the installation of new work methods and procedures;

Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

**QUALIFYING EXPERIENCE FOR TAKING THE TEST:** Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for **12 months** immediately preceding the date of the written test in the position of **Senior Clerk Typist** plus the following:

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing and three years of office clerical experience.

**NOTES:** 1. \* Additional office clerical experience, beyond the three year requirement, may be substituted for high school graduation on a year for year basis; and completion of a post-high school secretarial course, of at least one year duration, may be substituted for one year of the required office clerical experience. 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:**

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A processing fee may be required.

Information regarding completion of a typing course should be entered in section #10 of the application. Candidates must indicate the typing course completed and the school/institution attended. It is not necessary to provide transcripts or official documentation at the time of application, but verification may be required at a later date. Failure to provide the above information will result in disqualification.

**SUPPLEMENTAL INFORMATION:**

A medical examination may be required before appointment.

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE  
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

<b>EXAMINATION DATE</b> <b>MAY 2, 2015</b>	<b>APPLICATIONS MUST BE</b> <b>POSTMARKED BY</b> <b>April 1, 2015</b>
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The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test for skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
2. **OFFICE MANAGEMENT:** These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.
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. **You should bring with you a**

**hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

- 4. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 5. **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.
- 6. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**NOTICE TO CANDIDATES:** Unless otherwise noted, candidates are permitted to use quiet, hand held, 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.

**NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE**  
**(See Below)**

**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**

**INFORMATION FOR PROMOTION CANDIDATES**

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part. Points will be added to scores of candidates who achieve a passing mark as follows: Seniority: For each year of service in the classified service:

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.....	5 points

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. **\*\*For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service**

**about your additional exams being held at other locations on the same day.\*\*** The Cross-Filer Form is found online at: [www2.erie.gov/employment/index.php?q=applications](http://www2.erie.gov/employment/index.php?q=applications) or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

**MILITARY STATUS:** Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

**TRAINING AND EXPERIENCE:** If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any 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 their applications such persons should be title and location of their last permanent Civil Service employment.

**APPLICATION FORMS:** You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

**\*\*IMPORTANT APPLICATION FEE –  
READ CAREFULLY\*\***

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service,  
and held in compliance with the New York State Civil Service Law  
and the rules and regulations of the New York State Department of Civil Service.