



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

## Senior Clerk Typist #31-230 PROMOTIONAL

**SALARY:** \$25,083.00 - \$30,930.00 Annually

**OPENING DATE:** 07/01/14

**CLOSING DATE:** 07/30/14

### DESCRIPTION:

A written test will be held to fill vacancies as they occur in the above title in Erie County Departments, Towns, Villages, School Districts and Special Districts. The salary listed above pertains to Erie County Departments. Salaries vary among jurisdictions. Successful candidates will be considered for appointment only in the jurisdiction in which they were employed at the time of the written test. The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

### EXAMPLES OF DUTIES:

A *Senior Clerk Typist* types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials; reviews accounts, reports and other documents for completeness, accuracy, and conformity with established procedures; indexes and files documents and correspondence; searches, locates, and records paper and documents; assembles a variety of data from office records for incorporation into various reports; prepares payrolls and maintains time cards; composes and types routine correspondence; assists in proofreading typewritten and printed material; answers telephone, gives routine information to the public and makes appointments for superior; operates an adding machine, calculator or other office machines; transcribes material from Dictaphone cylinders and belts; collects and maintains records of fees collected by department; may operate an alpha-numeric keyboard to transcribe data to either punch cards, tapes, magnetic discs or directly to a computer.

**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 a lower level clerical position (Job Group I, II or III) and, in addition, must meet one of the following requirements on or before that date of the written test: Graduation from a standard senior high school or possession of a high school equivalency diploma, including or supplemented by a course in typing, and one year of office clerical experience.

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

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:

**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.**

EXAMINATION DATE  
**August 30, 2014**

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APPLICATIONS MUST BE  
POSTMARKED BY  
**July 30, 2014**

The New York State Department of Civil Service is making a copy of *A Guide to the Written Test for the Senior Stenographer/Senior Typist Series* available on its web site at [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm). In addition, a copy of this test guide can also be obtained at our local civil service office. You may obtain a copy by sending a stamped, self-addressed

envelope (size required to accommodate the guide – manila 10” x 13”) to the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14202 or by picking one up in person at Room 604.

**SUBJECT OF EXAMINATION:** The written test is designed to test for 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 a knowledge of the correct placement of punctuation marks in sentences.
3. **KEYBOARDING PRACTICES** – These questions test for a 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.
5. **OFFICE PRACTICES** – These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and 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.

**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 \$15 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.