

PLEASE POST CONSPICUOUSLY

CHENANGO COUNTY ANNOUNCES EXAMINATION OPEN TO THE PUBLIC FOR

SECRETARY #62-571

Examination Date:
March 28, 2020

Applications accepted through:
5:00 P.M. February 26, 2020

PROCESSING FEE

The New York State Department of Civil Service has implemented a fee for examination services. Accordingly, you must submit a seven dollar and fifty cent **(\$7.50) NON-REFUNDABLE application processing fee for each separately numbered examination for which you apply.**

Application processing fees should be paid at the time an application for examination is filed.

DO NOT SEND CASH IN THE MAIL. Checks or money orders made payable to the Chenango County Treasurer will be accepted. Cash will be accepted if paying in person. **Write the examination number(s) on the check or money order.** If a check is returned for insufficient funds, you may be subject to penalties as provided by law. If you take the examination before the County receives notice that your check was returned for insufficient funds, you will be disqualified. You will not receive a final rating for the examination and your name will not be placed on the eligible list established as a result of the examination, or you will be restricted from certification and appointment from the resulting eligible list if the eligible list was already established.

AS NO REFUNDS OF APPLICATION PROCESSING FEES WILL BE MADE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED, AND FOR THOSE EXAMINATIONS YOU INTEND TO TAKE. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will NOT be interpreted in your favor.

APPLICATION PROCESSING FEE WAIVER: The application processing fee will be waived for candidates who certify to the Chenango County Personnel Office that they are either unemployed or primarily responsible for the support of a household, or that they are receiving public assistance. If you can verify eligibility for an application processing fee waiver for this examination, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application. "Request for Examination Fee Waiver and Certification" forms may be obtained from the Chenango County Personnel Office or online at www.co.chenango.ny.us/personnel. All claims for an application processing fee waiver are subject to verification. False statements regarding eligibility for an application processing fee waiver will result in disqualification and/or lead to revocation of a resulting appointment. As application processing fees are **NON-REFUNDABLE** **do not submit an application processing fee with your application for examination if you are or will be requesting an application processing fee waiver.**

SALARY \$17.68 per hour (2020 start rate)

LOCATION OF POSITIONS Positions with this job title are located in various Chenango County Departments. The eligible list resulting from this open-competitive examination will be used to fill any vacancy that exists at present in this job title, and any appropriate vacancy that may occur during the life of the eligible list.

**RESIDENCE REQUIREMENT/
PREFERENCE** There are no residency requirements to compete in this examination. However, preference in appointment may be given to successful candidates who have been residents of Chenango County for at least four (4) months immediately preceding the scheduled test date.

DUTIES An employee in this class is responsible for independently performing complex clerical duties and administrative support tasks for a department head, administrative officer or program manager and relieving him/her of day-to-day administrative details. The incumbent types a variety of correspondence, memorandums, reports, and other documents using a personal computer and transcribes meeting minutes and

correspondence. Employees in this class work under general supervision with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of clerical subordinates. The incumbent does related work as required.

MINIMUM QUALIFICATIONS

Candidates **MUST** meet the following requirements on or before the last date for filing an application for this examination: EITHER:

(A) Graduation from a regionally accredited college or university or one accredited by The New York State Board of Regents to grant degrees with an Associate's Degree in Secretarial Science, Office Technology or a closely related field and two years of clerical experience in an office setting which included responsibility for typing correspondence; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in an office setting, two years of which must have included responsibility for typing correspondence.

APPLICATION SUPPLEMENT

Candidates who wish to qualify for examination based upon college credits **must** submit proof of education with their Application for Examination. A college transcript normally will be acceptable proof of meeting the education requirement.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATIONS

If your college credit was awarded by an institution outside of the United States and its' territories, you must provide independent verification of equivalency. You can contact this department for a list of acceptable companies providing this service. You must pay any required evaluation fee.

SUBJECTS OF EXAMINATION

The examination will consist of a written test which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and/or abilities in the following areas:

1. 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. 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

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, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

3. Office practices

These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which typists, stenographers, secretaries, and office assistants encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions 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.

4. Spelling

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

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. Working with office records

These questions test your ability to work with office records. 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 numerical data from several sources; 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.

Note: As of 1/1/2020 there is no longer a performance test required for this examination.

TEST GUIDE

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>

CALCULATOR STATEMENT

It is **recommended** that candidates **bring** a quiet, hand held, non-programmable solar or battery powered calculator to use on this test. Devices with typewriter keyboards, "Spell Checkers", "Personal digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers" or any similar devices are prohibited for this examination. Additionally, candidates are prohibited from bringing cellular phones, books, or other reference materials to the examination site.

ELIGIBLE LISTS

Successful candidates will have their names placed on an eligible list for this title in order of their final rating. The duration of the eligible list shall be fixed at not less than one nor more than four years. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

CROSS FILING WITH MULTIPLE CIVIL SERVICE AGENCIES FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

Cross-filing means applying to multiple Jurisdictions to take either the same or different examinations that are scheduled to be held on the same date.

When you cross-file for Civil Service Examinations you must make arrangements to take all the examinations at one test site.

If you have applied for both a Chenango County examination and an examination for another Jurisdiction, both of which are scheduled for the same date, you must note "Cross-Filing" on the top front page of your Chenango County Application and submit a Chenango County Cross-Filing Form indicating the site at which you intend to take your examinations.

The Cross-Filing Form is available in our Department or online at www.co.chenango.ny.us/personnel and should be submitted at least three weeks prior to the examinations. Failure to submit the Cross-Filing Form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examinations.

When taking both a State and local government examination, you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

**CREDIT FOR 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 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.

VETERANS' CREDITS

Veterans and disabled veterans who are eligible for additional credits must submit an application for veteran's credits prior to the establishment of the eligible list for the examination. Only those veterans who have served on active duty during the creditable periods of war will be eligible for veteran's credits.

Veteran's credits will only be added to the score of a candidate who has attained a passing grade of 70 or higher. Veteran's credits may not be used to achieve a passing score.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently on active duty in the armed forces to apply for and be conditionally granted veterans' credits in examinations. To apply for conditional veterans' credits a candidate must submit an application for conditional veterans' credits prior to establishment of the eligible list. Any candidate who applies for conditional veterans' credits must also provide proof of current active military status to receive the conditional credits.

No credit may be granted after the establishment of the eligible list.

It is the responsibility of the candidate to provide appropriate documentary proof indicating that their military service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran's credit.

For open competitive examinations, veterans' credits are applied to the final score of passing candidates as follows:

- Non-disabled Veteran.....5 Points
- Disabled Veteran..... 10 Points

Effective January 1, 2014 the State Constitution was further amended to entitle veterans who have used non-disabled veterans' credits for a Civil Service appointment or promotion with New York State or a local government, and who were/are subsequently certified as being a disabled war-time veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. If you wish to claim the additional disabled veterans' credits please contact the Chenango County Personnel Office for further instruction. All requests and required documentation must be received by the Chenango County Personnel Office prior to the establishment of the eligible list resulting from an examination.

**APPLICATIONS
FROM/TO/BY**

Application forms may be obtained at the Chenango County Personnel Department or online at www.co.chenango.ny.us/personnel. You may also request one be mailed to you by sending a stamped, self-addressed envelope to: Personnel Department, Chenango County Office Building, 5 Court St., Norwich, NY 13815.

Do not wait until the last day to file your application. Applications that are postmarked after the last filing date, or personally delivered to our office after 5:00 P.M. on the last filing date cannot be considered. The applicant should make sure **EVERY** question on the application is answered, including the estimated percentage of time spent personally performing the duties of each employment (i.e., 5%, 20%, etc.). Incomplete applications will be disapproved. Candidates will be notified of the disposition of their application prior to the examination. If notice

of acceptance or disapproval is not received at least four days prior to the date of the written examination, please call this office at (607) 337-1470.

A separate application and appropriate processing fee must be submitted for each separately numbered examination for which a candidate wishes to apply. Applications must contain the correct examination title and/or number in order to be considered.

This department does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

ADMISSION NOTICES

If you do not receive your notice to appear for the written test at least four days before the date of the test, notify this office at (607) 337-1470.

Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be closely reviewed and/or verified until after the examination has been held. At the time of review those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the test may not receive a score and will not be eligible for certification and appointment from the eligible list established as a result of the examination.

ALTERNATE TEST DATE

Civil Service tests represent considerable planning, preparation and expense, therefore, candidates are expected to make every effort to take the test on its scheduled date. However, an alternate test date may be granted for specific verifiable circumstances set forth in the Alternate Test Date Policy of this department. The determination as to whether or not a candidate meets the requirements for being afforded the opportunity to take an examination on an alternate test date shall be made by the Personnel Officer.

Candidates who are unable to take an examination because of a situation that is known prior to the scheduled exam date should notify the Chenango County Personnel Department in writing as soon as possible before the test date. The written request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled test date and be supported by appropriate documentation verifying the situation.

Candidates who are unable to take an examination because of an emergency situation that occurs just prior to or on the date of the examination must notify this office at (607) 337-1470 no later than 4:30 p.m. on the Monday (or 9:30 a.m. Tuesday if Monday is a holiday) following the Saturday scheduled test date. Upon review of verifiable documentation, a determination will be made as to whether a candidate will qualify for an alternate test date.

GENERAL INSTRUCTIONS AND INFORMATION:

1. All statements on the application are subject to verification. Falsification of any part of the "Application for Employment" or any deception or attempt to practice deception in the application or employment process will result in disqualification and/or lead to revocation of a resulting appointment.
2. Candidates filing an application with one or more State and/or local civil service commissions for one or more tests scheduled to be held on the same date should indicate this on all applications so arrangements may be made for a single test site.
3. If you fail to submit the required processing fee payment and then you receive an admission letter in error and participate in the examination, you will be disqualified; this means that your exam will not be graded and/or you will not be considered for placement on the eligible list.
4. It is the responsibility of the candidate to notify the Chenango County Personnel Office of any change in name, address or telephone number. Failure to notify this office of a change of name or address may result in disqualification for examination or certification for appointment following examination if admittance notices, canvas letters or other communications are undeliverable. No attempt will be made to locate candidates who have moved.
5. In case of adverse weather conditions, candidates should not call this office. Any changes to or cancellations of an examination will be broadcast over one or all of the following radio stations; WKXZ FM 94, WSRK FM 103.9, WCDO FM 101, and WCDO AM 1490. Examinations will not normally be cancelled for adverse weather conditions unless Chenango County officially declares a state of emergency and/or closes Chenango County roads.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the examination.

PREPARATION/RATING OF EXAMINATION:

This examination will be prepared and rated in accordance with Section 23.2 of 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.

SPECIAL TESTING ARRANGEMENTS:

Religious Accommodation:

If you cannot take a civil service test on the scheduled test date due to a conflict with a sincerely held religious observance or practice check the appropriate box in Question 5 of the application **and** call this office on or before the last date to file an application for the examination to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office prior to the scheduled test date. If your Application for Examination and alternate test date request are approved arrangements will be made for you to take the test on a different date. For written tests the alternate test date will normally be the Monday following the scheduled Saturday test date. The alternate test date provided for performance examinations will vary.

Candidates with Disabilities Testing Accommodation:

If you need special testing arrangements in order to participate in an examination because of a disability check the appropriate box in question 5 of the application. If your Application for Examination is approved you will be contacted and asked to submit a written request describing the exact nature of the special testing accommodation(s) you require along with medical documentation supporting your need for the testing accommodation(s) you are requesting. This office will forward requests for special testing arrangements and supporting medical documentation to the New York State Department of Civil Service who will review the request and make a recommendation prior to the scheduled test date as to the testing accommodation(s), if any, that shall be provided to the candidate.

Military Make-up Examination:

Section 243-b of Military Law provides that an applicant who applies for a competitive examination during the announced filing period and who is approved for examination but is prevented from participating in any part of the competitive examination due to active military duty or reserve training may request a military make-up examination. To request a military make-up examination check the appropriate box in question 5 of the application and call this office as soon as possible prior to the scheduled test date to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office along with a copy of a military order, DD – 214 or other official military document that substantiates that the applicant was or will be on active military duty or reserve training at the time of the scheduled test date. Requests and supporting military documentation will be forwarded to the New York State Department of Civil Service and will be reviewed on a case-by-case basis. In order for a military make-up examination to be administered the eligible list resulting from the original examination holding must still be in existence, and the remaining life of the eligible list must be of sufficient duration to make it practicable to hold a military make-up examination.

Comparable Promotion Examination:

If a promotion examination is held while a public employee who would be entitled to participate in the promotion examination is on military duty, the employee may make a request to participate in a comparable promotion examination once he/she has returned to work. The employee must request a comparable examination within 60 days of being restored to his/her position. Requests for a comparable examination must be submitted in writing to the Chenango County Personnel Office.

Military Members Late Filing: Section 243–c of Military Law provides that individuals serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or individuals discharged from the armed forces with other than a dishonorable discharge after the filing period for a civil service examination has commenced are permitted to file an application for such examination no later than 10 business days prior to the scheduled date of the examination or the last date to file for the examination, whichever is later.

EEOE: Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making or any other status protected by State or Federal Law.

CHENANGO COUNTY PERSONNEL OFFICE

Chenango County Office Building
5 Court Street, Norwich, NY 13815
Telephone No. (607) 337-1470
Date of Issue: 2/3/20

www.co.chenango.ny.us/personnel