



# **SENIOR OFFICE SPECIALIST I** **EXAM #DEC-10-08 (OC)**

## **ONEIDA COUNTY ANNOUNCES** EXAMINATION OPEN TO THE PUBLIC

### **APPLICATIONS ACCEPTED CONTINUOUSLY**

**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE  
MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

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**EXAM DATES:** THIS EXAM WILL BE SCHEDULED PERIODICALLY. CANDIDATES WITH APPROVED APPLICATIONS FOR THIS EXAM WILL BE NOTIFIED BY MAIL OF THE NEXT SCHEDULED EXAM DATE.

**STARTING SALARY/RANGE:** \$18,924 Oneida County Government (2010)  
Other Civil Divisions May Vary

**VACANCIES:** The eligible list, established as a result of this examination, will be used to fill existing vacancies and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.

**ELIGIBLE LIST:** A promotion examination for this title will be held at the same time as the open-competitive examination. The eligible list, resulting from the promotion examination, will be used first, as mandated by State Law.

**RESIDENCE REQUIREMENT:** NONE

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college, business college, or secretarial school with an Associate's Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the performance of office and clerical tasks, which shall have involved typing/keyboarding.

**NOTE:** 1. Verifiable part-time experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

- 2. Applicants must meet the minimum qualifications on or before the date of the examination.
- 3. Further verification may be requested from candidates to verify their academic qualifications.
- 4. Candidates **must submit** a copy of transcripts with application if qualifying with (A) above.

**DUTIES:** The work of this class involves the performance of moderately difficult clerical and office tasks requiring the exercise of independent judgment. Duties in this class may involve public contact and/or work of a confidential nature. The incumbent performs related work as required.

Issued: 06/16/10

**SUBJECTS OF EXAMINATION:** The examination will consist of a weighted **PC-administered test**, as described under (A). In order to be eligible for appointment, you must also pass a **Qualifying Performance test**, as described under (B). You must pass the **PC-administered test** **AND** the **Qualifying Performance test** in order to be considered for appointment. You

will not be called to the performance test unless you have passed the pc-administered test. Your rank on the eligible list will be determined by your score on the pc-administered test only.

**(A) PC-ADMINISTERED TEST:** You must pass this test in order to be considered for appointment. The test will be administered on a personal computer (PC). Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated instruction program. Candidates will be given a sample test on which to practice before the actual test begins. This 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.

**CALCULATORS ARE PERMITTED:** Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

**(B) QUALIFYING TYPING PERFORMANCE TEST:** Qualifying (pass/fail) performance test in typing at a minimum acceptable rate of 35 wpm corrected. The test will be administered on a computer keyboard--no knowledge of computers or specific software is required.

**TYPING RETEST POLICY:** Candidates will be informed of their pass/fail at time of typing test. Those who do not pass will be offered a re-test.

**TYPING PERFORMANCE TEST WAIVERS:** If a candidate has already qualified at the specified proficiency level for a typing test administered by Oneida County, NYS Dept. of Civil Service, NYS Dept. of Labor Job Service, or a local civil service agency within five (5) years of the date of the written test, the typing performance test may be waived. **A CANDIDATE REQUESTING A WAIVER, MUST SUBMIT VERIFIABLE EVIDENCE OF QUALIFYING AT THE TIME OF APPLICATION OR BY THE WRITTEN TEST DATE.** Information submitted must contain the title and location of the typing test, the test date, and the passing speed.

**ELIGIBLE LISTS:** Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed, as the opportunity for re-test exists.

**TERMINATION OF THE PROGRAM:** Oneida County Department of Personnel reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

### **INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Please contact the Oneida County Department of Personnel

at 315-798-5726 **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date. If you have applied for a State exam, **YOU MUST** also make arrangements to take all exam titles at the State Exam site by calling 518-457-7022 two weeks prior to the test date.

For further information contact: ONEIDA COUNTY DEPT. OF PERSONNEL, 800 PARK AVE., UTICA, NY 13501  
TELEPHONE: (315) 798-5726  
JOHN P. TALERICO, COMMISSIONER

### **GENERAL INSTRUCTIONS**

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. NO COPIES WILL BE ACCEPTED. Applicants must answer every question on the application form, and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.
5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: [www.cs.state.ny.us/jobseeker/degrees.cfm](http://www.cs.state.ny.us/jobseeker/degrees.cfm) . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This 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.
12. **ADDITIONAL CREDIT:** 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.

13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
  
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: [www.ocgov.net](http://www.ocgov.net) .

**\*\* ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER \*\***