

CITY OF COHOES
CIVIL SERVICE COMMISSION

Announces an OPEN-COMPETITIVE Examination

For

Senior Typist

No. 17111

Examination Date	June 10, 2017
Last Filing Date	May 12, 2017

VACANCIES: Lists will be used to fill vacancies in the City of Cohoes, the Cohoes School District and the Cohoes Housing Authority.

STARTING SALARY: Varies by location.

APPLICATION FEE:

A fee of \$12.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the COHOES CIVIL SERVICE COMMISSION. DO NOT SEND CASH. 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.

RESIDENCY REQUIREMENT:

None. Preference in appointment may be given to successful candidates who have been legal residents of the City of Cohoes for at least four months prior to the date of the written test.

DUTIES:

The work is moderately difficult clerical and typing/keyboarding work requiring a general understanding of office rules, procedures, and policies.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing/keyboarding; or

B. Graduation from a regionally accredited New York State registered college with an Associate's degree in secretarial science.

Performance Test

There will be a qualifying typing performance test at 35 words per minute. You will not be called to the typing test unless you have passed the written test to be considered for appointment. Only your score on the written test will be considered in computing your final score.

If a candidate has already passed a 35 words per minute or higher typing/keyboarding test administered by the City of Cohoes Civil Service Commission, another municipal civil service agency, the New York State Department of Civil Service within four (4) years of the date of the written test, the typing/keyboarding performance test may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the name and address of the agency of that administered the typing/keyboarding test, the test date and the passing speed.

The typing test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. Detailed instructions will be provided to you before you take the test.

Candidates who fail the performance test will be permitted a retest that will be given on the same day as the original performance test.

Written Test

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. 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.

5. Spelling:

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

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.

GENERAL INSTRUCTIONS TO APPLICANTS

APPLICATION FORMS: The City of Cohoes Examination Application must be filed for each examination. The applicant should be certain that **every question** is answered and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Cohoes Civil Service Office or postmarked by the United State Postal Service by the last filing date stated for the examination. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier or applications lost or misdirected by postal or common carrier.

TRANSCRIPTS: Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible **before** the exam.

VETERANS CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

Veterans or disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two months of the last filing date for the examination. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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 veteran's credits.

ADDITIONAL CREDITS 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.

MULTIPLE EXAMINATIONS SCHEDULE FOR SAME DAY:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than

two weeks before the date of the examinations. 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 examination.

CALCULATORS: Unless otherwise notified, 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.

ADMISSION TO EXAMINATION: Cohoes Civil Service Office does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact Cohoes Civil Service Office at 233-2132.**

Every candidate should bring their notice to appear and social security number to the examination. 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 verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Cohoes Civil Service Office or postmarked by the United State Postal Service by the last filing date for the examination. The Cohoes Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier, or and lost or late applications misdirected by any postal or common carrier.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint processing fee associated with this special requirements.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, submit a written request for an alternate test date with your application. We will make arrangements for you to take the test on an alternate date (usually the following business day).

REASONABLE ACCOMMODATIONS IN TESTING: In addition, it is the policy of the City of Cohoes in accordance with the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodations to participate in an examination must note this on their application.

RATINGS REQUIRED: Unless the announcement states otherwise, 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.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of one year but may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy exists, for four (4) months prior to the date of certification.

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND STUDY GUIDES: When offered are available at the Cohoes Civil Service Office.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the City of Cohoes to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal record unless based upon a bona fide occupational qualification or other exception.

Posted 4/11/17