



Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION

EXAMINATION TITLE: Secretary to the District Attorney

NUMBER: 60473

OPEN COMPETITIVE

SALARY: \$18.50- \$25.60/hour

EXAMINATION DATE: March 3, 2018*

Applications must be received in this office by 4:00 PM January 17, 2018 or be postmarked with that date.

*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur within the Allegany County District Attorney's Office.

Candidates must have been legal residents of Allegany County and adjoining counties (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, visit our website at alleganyco.com or contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 - Phone 585-268-9212.

ATTENTION CROSS-FILERS:
ADDITIONAL REQUIREMENT:

-If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.
-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also 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 exams.
The Cross Filing Form may be found on our website at: http://www.alleganyco.com, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS EITHER:

Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience. One year of experience which shall have included the use of word processing equipment as well as the clerical production of legal forms and documents.

NOTE: Graduation from a regionally accredited or New York State registered college or institute with a degree or diploma in secretarial sciences or paralegal studies may be substituted for up to two years of the general experience on a year for year basis. 30 credit hours = 1 year experience. No substitution is permitted for the one year of clerical legal experience.

APPLICATION FEE: In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$15.00 from examination applicants for each separate examination for which they apply. The \$15.00 fee applies to this examination. The required \$15.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer or cash (exact amount only please, we cannot make change). PERSONAL CHECKS ARE NOT ACCEPTED. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

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 at the beginning of this announcement. Visit our website at alleganyco.com or contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585-268-9212 for the Application Fee Waiver and Certification form.

DUTIES:

This is specialized secretarial work requiring an understanding of legal documentation content and format. Information is gathered and a variety of documents prepared for review and approval of the District Attorney or Assistant District Attorneys. Court schedules are established and maintained. Legal and general files are set-up and maintained. Does related work as required.

SUBJECT OF EXAMINATION: A written test 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. Legal terminology, documents and forms

These questions test for the ability to recognize definitions of specific common legal terms or the term which fits a certain description. The questions are presented in various forms such as simple definitions, examples of terminology, and the use of this terminology within documents and forms related to the legal field.

4. 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.

5. 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.**

6. Spelling

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

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

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans' credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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.

Use of calculators is RECOMMENDED

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.

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

PERFORMANCE TEST - A performance test will also be held at a later date, to be announced. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. You must pass both the written and performance tests to be considered for appointment. You will not be called to the performance test unless you have passed the written test. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies. The test will be administered on a conventional personal computer (PC).

RETEST POLICY – Upon receiving written notification of failing the performance test, candidates may make a request, in writing or by phone call, for a performance retest. It is the policy of Allegany County Civil Service Department that candidates to be retested must wait 30 days from their date of original testing. A candidate is allowed to retest one (1) times after their original performance testing.

POLICY FOR WAIVER OF PERFORMANCE EXAMINATIONS:

It is the policy of the Allegany County Civil Service/Human Resource Department that all candidates taking an exam for Sec. to the District Attorney are exempt from the performance test if they meet any one of the items listed below:

1. Have qualified on a performance test within one year*;
2. Currently holding a competitive Civil Service position for which a performance test was required;
3. Currently eligible for appointment from an eligible list in a surrounding county (Livingston, Steuben, Wyoming, Cattaraugus)*;

*Proof of eligibility required of candidate.

ISSUED: December 18, 2017

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.com>, click on Human Resources/Civil Service at the website.