

ALLEGANY COUNTY DEPARTMENT OF HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

CONTINUOUS RECRUITMENT OPEN COMPETITIVE EXAMINATION

CLERK #270

EXAMINATION DATES TO BE DETERMINED BY ALLEGANY COUNTY HUMAN RESOURCE/CIVIL SERVICE DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are usually fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks or by another step in the clerical process. Does related work as required.

VACANCY: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Allegany County departments, towns, villages, special districts and school districts under the jurisdiction of the Allegany County Human Resource/Civil Service Department.

SALARY: Varies by municipality

MINIMUM QUALIFICATIONS: Graduation from a senior high school or possession of a high school equivalency diploma.

RESIDENCY: Candidates must be residents of Allegany or a surrounding county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County or the jurisdiction in which appointment is to be made.

APPLICATION FORMS may be obtained from, and must be filed with the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.com>; however, e-mail or faxed applications are not accepted.

APPLICATION FEE: In accordance with Civil Service law Sect. 50, this Civil Service Department will be collecting a fee of \$10.00 from examination applicants for each separate open-competitive exam for which they apply. The \$10.00 fee applies to this examination. The required \$10.00 fee must accompany your application and must be in the form of either cash (exact amount only) or money order payable to the Allegany County Treasurer. Write the number of the examination and your Social Security Number on your money order. As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid or receiving Supplemental Security Income payment 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. 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.

ADDITIONAL INFORMATION FOR CANDIDATES: For free copies of the booklet, "Civil Service Examination – How to Take a Written Test," call/write the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212; you can download the publication from the Allegany County Human Resource/Civil Service Department's website (<http://www.alleganyco.com>).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the date of their application for

examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit 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 examinations. 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 credit.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be contacted by admission notice 7 to 10 days prior to the examination, when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (585) 268-9212.

NOTE: You must bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature.

Saturday Sabbath Observers/Disabled Persons and Military Personnel called to Active Duty: If special arrangements for testing are required, indicate this on your application form.

Subject of Examination: The written test will cover knowledge, skills and/or abilities in such areas as:

- 1) **ALPHABETIZING** - These questions test your ability to file material in alphabetical order.
- 2) **RECORD KEEPING** - These questions evaluate your ability to perform common 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.
- 3) **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS** - These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in accordance with the requirements of the New York State Civil Service Department. The names of qualified candidates will remain on the eligible list for one year.

RETEST POLICY: Candidates must wait 6 months between written tests.

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.