

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900 ALBANY, NEW YORK 12207

csinfo@albanycounty.com

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ANNOUNCES A CONTINUOUS RECRUITMENT EXAMINATION FOR

ENTRY LEVEL CLERICAL / TYPIST

Exam # 50000

Resulting list will be used to fill the following titles:

KEYBOARD SPECIALIST, CLERK I, CLERICAL ASSISTANT

FILING FEE: **\$20.00 non-refundable** filing fee for each application submitted. Make check or money order payable to Albany County Director of Finance. Include examination number on your check. **NO CASH ACCEPTED. A maximum of two (2) application filing fees per calendar year will be waived for current residents of Albany County and/or current employees of Albany County government.** Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. The exam fee is waived for those receiving public assistance or unemployment benefits and the application must be accompanied by a completed Application Fee Waiver Request and Certification Form (ACS-04).

TO BE HELD: **To be determined.*** Applicants will be mailed notification of time and exam site the week of exam.

LAST FILING DATE: Application must be received by or postmarked by **to be determined.***

***When an exam date has been determined, this announcement will be updated and will appear in the open-competitive section of the exam announcements page of our website.**

VACANCIES: The list will be used to fill future vacancies as they occur in the jurisdictions covered by the Albany County Department of Civil Service.

SALARY RANGE: Varies by location and schedule (e.g. 10-month vs. 12-month, full-time vs. part-time)

RESIDENCY REQUIREMENT: None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents in the municipality where the vacancy or anticipated vacancy exists. Must be a resident of such municipality at time of appointment if the municipality's appointing authority requests a resident list only. **To be employed by Albany County government, on effective date of appointment, an employee must be a resident of Albany County and remain so throughout employment per resolution 587 (2013).**

DUTIES OF POSITION: The work involves responsibility for the performance of routine office support and clerical tasks. Work may consist of, but is not limited to: performing data entry; record maintenance; handling correspondence; keyboarding and other document preparation tasks; answering telephones; completing forms and spreadsheets, etc. Specific duties vary with the needs of the appointing department/agency. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement on or before the last date for filing: Possession of a high school diploma or general equivalency diploma (name and location must be provided on application).

NOTE: The Albany County Department of Civil Service has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination will be required to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request, by letter to the Personnel Officer, that their name be reinstated to the eligible list.

NOTE: **In the Child Support Enforcement Unit of the Department of Social Services ONLY:** This position is subject to a background check for any convictions directly related to its duties and responsibilities. Only job-related convictions will be considered and will not automatically disqualify the candidate. No background check will occur until after a conditional offer of employment has been made. Any revocation of employment due to criminal history will include a clear explanation and instructions for appeal.

SCOPE OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. It will evaluate 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.

A guide for the written test for the Entry Level Clerical/Steno/Typist series is available at the New York State website at

https://www.cs.ny.gov/testing/test_guides/Clerical_EntryLevel_TestGuide.pdf

Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in the order of their test score regardless of the date on which they took the test. The names of qualified candidates will remain on the list for one year only. The Personnel Officer reserves the right to terminate this continuous recruitment program and re-establish periodic, announced date examinations.

◆ When applying, use form ACS-21, the **ALBANY COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT**. Examination applications, other forms and information can be found on our website, www.albanycounty.com/civilservice.

◆ Calculators are **recommended** for this exam. Devices with typewriter keyboards, spell checkers, PDA'S, address books, language translators, dictionaries or any similar devices are prohibited.

PLEASE READ THE BACK OF THIS ANNOUNCEMENT FOR ADDITIONAL IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS TO APPLICANTS

Waived County Resident and/or County Employee Application Filing Fee

A maximum of two (2) application filing fees per calendar year will be waived for current residents of Albany County and/or current employees of Albany County government. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this change, please e-mail csinfo@albanycounty.com.

APPLICATION FORMS: Use the **Albany County Application for Examination or Employment** (Form ACS-21) when applying. Examination announcements, applications, and study guides (when offered and available) can be found online at: www.albanycounty.com. Or, if you do not have access to a computer, you can request application forms or announcements by sending a self-addressed, stamped legal-sized envelope to:

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE ST. - ROOM 900, ALBANY, NY 12207

- Submit a separate application for each exam applied for. Photocopies will be accepted with exam title and number on each application.
- The applicant should be certain that **every question** is answered on the ACS-21, 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 résumé.** All statements made by candidates in their applications are subject to verification.

TRANSCRIPTS: Generally, whenever college transcripts or diplomas are requested, copies of the originals are acceptable and should be submitted with the application, or as soon as possible **before** the exam. This applies to standard examinations, and does not apply in the case of examinations for Training and Experience.

EXPERIENCE RATING SCALE: Experience will be rated as follows: 1-10 hours worked per week = ¼ time; 11-20 hours worked per week = ½ time; 21-30 hours worked per week = ¾ time; 31-40 hours worked per week = full time.

LAST FILING DATE: It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Albany County Department of Civil Service or postmarked by the United States Postal Service by the last filing date of the examination.

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, and provided they have not previously 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 and disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination.
- A candidate currently in the armed forces may apply for and be conditionally granted veterans' credits 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 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 veterans' credits.
- If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
- If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

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 (10) 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 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.

ALTERNATE TEST DATE POLICY: This policy and the required application can be found on our website, www.albanycounty.com. The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Albany County Civil Service as soon as possible before the test date.

MULTIPLE EXAMINATIONS SCHEDULED FOR SAME DAY: If you have applied to take a written test announced by another jurisdiction scheduled to be held on the same test date as this written test, you must call (518) 447-7770 no later than two weeks before the test date to make arrangements for taking all tests at one test site.

ADMISSION TO EXAMINATION: Albany County Civil Service 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 Albany County Civil Service.**

- Every candidate should bring their notice to appear, social security number and a Photo ID 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.

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 requirement.

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, exist for one (1) year from appointment.

CONTACT THIS OFFICE AT 447-7770 WITH ANY QUESTIONS AND BE SURE TO FILE YOUR APPLICATION PROMPTLY.

Albany County does not discriminate on the basis of race, religion, color, national origin, gender, age, gender identity or expression, sexual orientation, disability, genetic information, veteran status or marital status in its programs, employment and activities.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER