



FULTON COUNTY PERSONNEL DEPARTMENT
FORT JOHNSTOWN BUILDING
1 E. MONTGOMERY STREET
JOHNSTOWN, NEW YORK 12095
Phone: (518) 736-5574 * Fax: (518) 736-1027

**announces a Civil Service examination
for the following:**

**No. 18002 - Open Competitive - Decentralized
* * * SENIOR TYPIST * * ***

**To Fill Positions in Municipalities Under the
Jurisdiction of The Fulton County Personnel Dept**

**THE ELIGIBLE LIST RESULTING FROM THIS SENIOR TYPIST EXAMINATION WILL ALSO BE
USED TO FILL ANY SCHOOL SECRETARY POSITIONS UNDER THE JURISDICTION OF THE
FULTON COUNTY PERSONNEL DEPARTMENT.**

**LAST FILING DATE:
APRIL 17, 2018**

**EXAMINATION DATE:
MAY 19, 2018**

\$12.50 PROCESSING FEE OR WAIVER OF THIS FEE MUST ACCOMPANY YOUR APPLICATION

FEE: There is a \$12.50 non-refundable examination fee. When filing an application by mail, include a cashiers check or money order, payable to the Fulton County Treasurer. **Do not send cash or a personal check.** When filing in person with cash, the exact amount must be submitted. If the fee or fee waiver documentation proof does not accompany the application, the application will be rejected and returned to the applicant. There will be NO REFUNDS to applicants who fail to appear for the exam or fail to meet the minimum qualifications required for admittance to the exam, therefore, applicants are cautioned to review this announcement carefully.

WAIVER OF EXAMINATION FEE FOR UNEMPLOYED AND FOR PUBLIC ASSISTANCE RECIPIENTS: 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 Examination Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Last Filing Date as listed on the Examination Announcement. (The Request for Examination Application Fee Waiver and Certification form can be obtained from the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095, telephone number 518-736-5574.)

APPLICATIONS: Applications are available at the Fulton County Personnel Department or on the Fulton County website www.fultoncountyny.gov. Examination applications must be obtained and filed with the Fulton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 5:00 PM, on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must refile a separate Application for Examination during the official filing period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS:

When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Department, 1 East Montgomery Street, Johnstown NY 12095, and received in this department no later than 5:00pm of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00pm that following Monday to submit their appeal.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS
AND WITH OTHER MOBILITY IMPAIRMENTS - REMOVE AFTER LAST FILING DATE**

LOCATION OF POSITIONS/VACANCY: Vacancies occur in Fulton County Departments, all School Districts, H-F-M BOCES, the Cities of Johnstown and Gloversville, etc.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Director of Personnel to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill this vacancy and any other appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Fulton County Director of Personnel, anytime during the life of the eligible list.

SPECIAL ARRANGEMENTS: May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: 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 notify Fulton County of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. For this examination call (518) 736-5574 or write to the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095.

2018 FULTON COUNTY SALARY RANGE: \$14.48 - \$17.04 per hour

ALL OTHER SALARIES VARY BY MUNICIPALITY

RESIDENCY: Candidates must, at the time of examination and at least four (4) months prior thereto, be a resident of Fulton County. Candidates who live outside Fulton County, but within a school district or special district (including Hamilton-Fulton-Montgomery BOCES and OESJCSD), whose civil service is administered by the Fulton County Director of Personnel, may apply to take the examination only for positions for their school district or special district (including Hamilton-Fulton-Montgomery BOCES and OESJCSD).

Preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the written test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Senior Typist

Establishes and implements office procedures and maintains efficient work flow;
Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material;
Composes and prepares correspondence on matters where policies and procedures are well defined;
Maintains and updates database/spreadsheet records on a personal computer;
Reviews accounts, reports and other documents for completeness, accuracy and conformity with established procedures;
Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
Schedules conferences, meetings and makes travel arrangements;
Prepares and maintains agency payroll, personnel, attendance or other related records;
Transmits instructions from supervisor to appropriate staff and follows up to see that instructions are followed and deadlines are met;
Monitors and tracks status of various program activities;
Establishes and maintains confidential and general office files;
Explains established program policies and procedures to the general public/clients and obtains routine information for program purposes;
Collects and gathers information to be used as a basis for reports and memoranda and prepares summaries;

May supervise and participate in the typing, issuing and recording of applications, licenses and permits;
 May monitor expenditures to maintain budgetary controls;
 May order supplies and materials;
 May act as Secretary to a public official.

School Secretary

Acts as secretary to a school principal or other school administrators, including receiving callers, making appointments and referrals;
 Arranges meetings and conferences between students, parents, teachers;
 Answers oral and written requests for information requiring good knowledge of procedures and regulations;
 Prepares and forwards attendance and census reports;
 Orders, receives, counts, records and forwards supplies;
 Opens and distributes mail for school staff;
 Receives records for newly registered students and forwards records for students who are leaving the school or system;
 Prepares and distributes pupil absentee lists;
 Provides passes for and records pupils' tardiness;
 Maintains and processes student records;
 Receives, stores and distributes books and school and office supplies;
 Compiles, summarizes and forwards requisitions for teachers, custodial and office supplies to central office;
 Prepares accident reports;
 Assists in the preparation of budget requests;
 Administers and accounts for petty cash;
 Maintains or supervises the maintenance of office files and records;
 Prepares and explains teachers' schedules to substitutes;
 Operates office machines, such as ditto, Xerox, mimeograph, etc.;
 Compiles data and may enter information on a personal computer;
 Types letters, memoranda and similar materials for principal and teachers;
 May render first aid to students in absence of School Nurse;
 May independently answer routine correspondence;
 May be assigned to assist a teacher on an occasional basis;
 May function as a Parent Activity Coordinator.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last filing date: Graduation from high school, high school equivalency diploma or a high school Individual Education Plan Diploma and either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or a closely related field which must have included a course in typing, keyboarding or word processing; or
- B. Two years of clerical experience which shall have involved typing; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs/wk....1/2 time 24-31 hrs/wk....3/4 time 32+ hrs/wk....full-time

If qualifying by A or C (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Examination Information Desk of this Department for a list of NACES members who provide this service. You must pay the required evaluation fee.

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.

SUBJECTS OF EXAMINATION: The written, multiple-choice test will be designed to measure knowledges, skills and/or abilities in the following areas:

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.

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The NYS Department of Civil Service is making a copy of this test guide, Senior Stenographer/Senior Typist Series, and other related information available on its web site at <http://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this test guide can also be obtained in the Fulton County Personnel Department at 1 East Montgomery Street, Johnstown, NY 518-736-5574 for more information on how to obtain a copy of this guide.

CALCULATOR POLICY: Quiet, hand-held, solar or battery-powered calculators are **PERMITTED**.

Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

AT THE EXAM THE USE OF CELLULAR PHONES, BEEPERS, ETC. IS STRICTLY PROHIBITED.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined in Question 12 on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with sections 85-a and 85-b of the Civil Service Law, children and siblings 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, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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. Children and siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

RATING AND REVIEW: This written examination 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 and Section 7.1 of the State's Civil Service Rules and Regulations. No reviews of any kind will be permitted nor will any appeals be accepted. The Personnel Department, at the request of a candidate, will verify the accuracy of his/her score, and notify the candidate in writing.

NOTICE TO APPEAR: Approved applicants will receive a Notice to Appear for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received a notice to appear for the written examination by May 12, 2018.

ANY LAST-MINUTE CHANGE OR CANCELLATION WILL BE BROADCAST OVER RADIO STATION WENT (AM 1340) BETWEEN 6 AND 8 AM ON THE DATE OF THE EXAMINATION.

FULTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 2/2/18