



**RENSSELAER COUNTY
CIVIL SERVICE COMMISSION
Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION**

APPLY ONLINE: <https://rensco-portal.mycivilservice.com>

EXAM NUMBER: 64-770
EXAM TITLE: SECRETARY II (**AMENDED**)

EXAM DATE: MARCH 28, 2020
LAST FILING DATE: FEBRUARY 19, 2020

NON-REFUNDABLE \$20.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY. CREDIT CARDS ACCEPTED WITH APPLICATIONS SUBMITTED ONLINE ONLY.

SECRETARY II, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

SALARY: (Salary varies according to jurisdiction)

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and three (3) years of clerical experience which shall have involved typing using a typewriter, word processor or personal computer; or
- b) Graduation from high school or possession of an equivalency diploma and five (5) years of clerical experience which shall have involved typing using a typewriter, word processor or personal computer.

TYPICAL WORK ACTIVITIES: (Illustrative only)

This class is distinguished from Secretary I in that the typical duties of a Secretary II are broad and with a greater independence.

Gathers data relevant to complex inquiries in order to provide a basis for a reply/decision and/or drafts the reply;
Answers the telephone, responds to questions concerning program, policy or procedures and refers most complex technical questions to appropriate staff member;
Monitors and tracks status of program activities;
Prepares response to letters concerning program, policies and procedures for own or supervisor's signature;
Reviews outgoing correspondence for proper grammatical usage, clarity, factual correctness, compliance with policy, program information and conformance to instructions;
Designs, sets up and maintains files of correspondence and documents;
Schedules meetings and maintains calendar;
Makes travel arrangements and prepares travel vouchers;
Assembles and coordinates background materials for meetings and conferences and prepares summary of conclusions;
Transmits instructions from supervisor to appropriate staff orally, in writing or electronically and follows up to see that instructions are followed and deadlines are met;
Orients staff to office and agency procedures;
Maintains inventories and requisitions office supplies;
May supervise clerical staff.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

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

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also pass the typing performance test which will be administered at a later date. The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of **35 words per minute**. You will NOT be called to the performance test unless you have passed the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. **Candidates will have two (2) attempts to pass the performance test. Candidates who fail their first attempt will have an immediate retest.**

PERFORMANCE TEST WAIVERS: You may request to have the performance portion of this examination waived if you can provide verifiable proof indicating that at one time you participated in and passed a typing performance test measuring the accuracy and speed at a minimum rate of 35 wpm. The performance test must have been administered by a local municipal civil service agency or the NYS Dept. of Civil Service.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.

OVER

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross-Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: "<http://www.rensco.com/employment-forms/>".

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7th Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. Accepted candidates will be notified when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.
Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.
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 prove 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 veteran's credits.
5. 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 appointments 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 (2) months from 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.
6. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
7. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
8. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
9. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission**. Write the examination number(s) on your check or money order. **NO CASH ACCEPTED. Applications submitted online must pay by credit card.** 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.
10. **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, you must complete a "Request for Application Fee Waiver and Certification" form and required documents with your application by the close of business on the application deadline as listed on the Examination announcement. You may obtain an Examination Fee Waiver Request and Certification Form online at www.rensco.com or from the Rensselaer County Civil Service Office. An application for examination and/or a Request for Application Fee Waiver and Certification **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
11. **Religious Accommodations:** 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, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

RENSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.