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

EXAM NUMBER: 67-043
EXAM TITLE: AGING SERVICES RECORDS CLERK

EXAM DATE: **NOVEMBER 3, 2018**
LAST FILING DATE: **OCTOBER 10, 2018**

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

AGING SERVICES RECORDS CLERK, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

SALARY: $30,603-$36,004. **GRADE:** 6

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Rensselaer County for at least four (4) months immediately preceding the date of examination and at time of appointment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year experience in general clerical operations using a personal computer.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Operates various types of office equipment and software programs;
Enters clients information into reporting database as required by the NYS Office for the Aging;
Organizes and updates required paperwork into clients file (ex: case notes,
doctor letters and client contact information);
Assists in other work of the office such as filing, data entry and answering and directing phones to appropriate staff;
Operates various types of office equipment;
Performs a variety of related tasks as required.

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

1. **Name and number checking**
   These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

2. **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 percent's. 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.

3. **Operations with Letters and Numbers**
   These questions test for skills and abilities in operations involving alphabetizing, 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.

USE OF CALCULATORS IS *ALLOWED* FOR THIS EXAMINATION

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/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: "*www.rensco.com/employmentapplications.asp.*"

(OVER)

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

   *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.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.