



# AMENDED EXAMINATION ANNOUNCEMENT (SALARY)

## RENSSELAER COUNTY CIVIL SERVICE COMMISSION

Opportunities in the Public Service

### OPEN COMPETITIVE EXAMINATION

## ACCEPTING ONLINE APPLICATIONS ONLY

Click [here](#) or visit <https://rensko-portal.mycivilservice.com> to apply online.

**EXAM NUMBER: 2024-04**

**EXAM TITLE: SENIOR TYPIST**

**EXAM DATE: JULY 13, 2024**

**LAST FILING DATE: MAY 31, 2024**

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**NON-REFUNDABLE \$20.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.**

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**TYPIST** Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

**STARTING SALARY RANGE:** \$27,933-\$39,292.50 (varies by jurisdiction)

**RESIDENCY REQUIREMENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**TYPICAL WORK ACTIVITIES:**

- Keys accounting and financial statements, statistical tabulations and data, letters, memoranda, vouchers, reports, requisitions and other materials, working from rough draft or from data which is personally developed;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- May schedule and coordinate agency activities with vendors, customers and the public;
- Maintains records of receipts and expenditures for specific functions of the agency;
- Answers telephone, provides information to callers, takes messages and makes appointments;
- May assign and review work of subordinates and instruct new employees in specialized clerical and keyboarding work of a unit;
- Performs related work as required.

**MINIMUM QUALIFICATIONS: Either:**

- a. Graduation from high school or possession of an equivalency diploma and two years of experience in a clerical position involving typing; **OR**
- b. Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve credit hours in secretarial science; **OR**
- c. Three (3) years of clerical experience involving typing.

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

**SPELLING:** These questions test your ability to spell words that are used in written business communications.

**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.

**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.

**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 percentages.

**OFFICE PRACTICES:** These questions test for knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists and secretaries encounter in their work, as well as 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; filling and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

**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.

### **THE USE OF CALCULATORS IS ALLOWED.**

#### **Test guide:**

The New York State Department of Civil Service has prepared a test guide for "Clerical/Steno/Typist Series" and "How to take a written test". All publications are available on line at: [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm)

### **GENERAL INFORMATION**

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at [www.rensco.com](http://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.** Please contact out office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email 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. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: [civilservice@rensco.com](mailto:civilservice@rensco.com).**
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. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
5. 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.

6. 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.

7. 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.
8. 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.
9. **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.
10. **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 of this announcement must be paid online at time of filing each application.** 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.
11. **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 provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **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.**