



SULLIVAN COUNTY  
PERSONNEL OFFICER ANNOUNCES  
CIVIL SERVICE EXAMINATION  
(CONTINUOUS RECRUITMENT)

**ENTRANCE LEVEL CLERICAL POSITIONS**

EXAM NUMBER: **21000**

DATE OF INITIAL POSTING:

**REVISED**

**02/03/2010**

EXAM DATE: **Continuous**

APPLICATIONS ACCEPTED UNTIL: **Continuous**

**NON-REFUNDABLE APPLICATION FEE: \$10.00**

**CERTIFICATION OF ELIGIBLE LIST**

This examination is administered to establish an eligible list which will be certified for filling a variety of entrance level clerical positions. Typical titles for which the eligible list is certified include CLERK, TYPIST, DATABASE CLERK, LIBRARY CLERK, LIBRARY TYPIST, RECEPTIONIST, CENTRAL SERVICES WORKER, ASSESSOR'S CLERK TRAINEE, and such other titles as the Personnel Officer determines are appropriately filled from the eligible list. The examination will be scheduled on a continuous basis as needed based upon the volume of applicants. Usually the test will be given at least once during a six month period. Passing candidates will be included on the eligible list in rank by score. A candidate's name will remain active on the eligible list for a period of one year. The list will be certified for filling vacancies as they occur in County Departments, Towns, Villages, School Districts and Special Districts. Preference in certification may be given to candidates who are legal residents of the appointing jurisdiction.

The eligible list resulting from this examination will also be certified for filling positions involving typing or stenography. In order to be certified for positions involving typing, candidates must qualify on a typing performance test at 35 WPM. In order to be certified for positions involving stenography, candidates must qualify on a typing performance test at 35 WPM and a stenographic (dictation) performance test at 80 WPM. In order to be certified for positions involving database, candidates must qualify on the database performance test. It is the candidate's responsibility to notify the Personnel Department of their desire to take the typing, database and/or stenographic performance tests.

**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.**

**RETESTING:**

Once you have participated in this examination, you will not be permitted to participate in the examination for a period of six months. Candidates who take this examination a second time for the purpose of increasing their test scores will have a final score based upon the higher of the two scores.

**DISTINGUISHING FEATURES OF THE CLASS**

Work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work will involve essentially office clerical types of work activities including answering phones, filing, alphabetizing, providing routine information to office callers, maintaining a calendar of office appointments, addressing envelopes and sorting correspondence. Special duties may be performed depending upon the specific position being filled

**MINIMUM QUALIFICATIONS:**

There is no education or experience requirement for taking this examination. To be included on the eligible list, candidates must successfully compete in the examination.

"Background Investigation: Applicants may be required to undergo a State and National criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification."

### **SUBJECT OF EXAMINATION - EXAMINATION SCOPE**

This is a multiple choice test administered on an IBM-compatible personal computer. The test will cover knowledge, skills and/or abilities in such areas as:

- (1) **ALPHABETIZING:** These questions are designed to test a candidate's ability to file material accurately in alphabetical order.
- (2) **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.
- (3) **SPELLING:** These questions are designed to test the candidate's ability to spell words that office employees might encounter in their daily work.

A 'Guide to Taking the Written Test for the ENTRANCE LEVEL CLERICAL POSITIONS' is available upon request. Call (845) 807-0485 or write to the Sullivan County Personnel, 100 North St., P.O. Box 5012, Monticello, NY 12701 to obtain a copy.

ADDITIONAL PERFORMANCE TESTS ARE AVAILABLE FOR PERSONS WHO WISH TO BE CONSIDERED FOR  
\*DATABASE CLERK, TYPING AND/OR STENOGRAPHER POSITIONS.

\*The database performance test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using pre-established databases. The databases will be of generic variety; you do not need any present knowledge of these databases in order to do well on the test.

The test consists of three (3) parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work.

**FEE STATEMENT:** A NON-REFUNDABLE FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE AMOUNT OF THE FEE IS STATED ON PAGE ONE.

**IF THE EXAM DATE HAS BEEN ANNOUNCED, THE REQUIRED FEE MUST ACCOMPANY YOUR APPLICATION.** SEND CHECK OR MONEY ORDER PAYABLE TO THE SULLIVAN COUNTY PERSONNEL DEPARTMENT. DO NOT MAIL CASH. Since no refund will be made, you are urged to compare your qualifications with the requirements for admission and file only for those examinations for which you are qualified.

**THE FEE WILL BE WAIVED ONLY FOR PERSONS:**

- 1) eligible for Medicaid; or
- 2) receiving Supplemental Security Income Payments, or
- 3) receiving Public Assistance in the form of Foster Care, Safety Net, TANF (Temporary Assistance to Needy Families), or
- 4) certified as eligible to receive assistance under the Workforce Investment Act of Job Training and Partnership Act, or
- 5) \*unemployed **AND** primarily responsible for the support of a household.

**\*NOTE:** Individuals who can be claimed as a dependent on any other person's tax return **ARE NOT** eligible for application fee waiver as head of household.

Candidates wishing to claim this waiver must check the appropriate boxes in the FILING FEE Section on page (1) of their application and provide the requested information and/or documentation with their application. Such claims are subject to later verification. If the fee (or a properly documented fee waiver request) is not received by the filing deadline, you will not receive an admission letter to the examination.

**ADMISSION LETTERS:** APPLICANTS WHO MEET THE QUALIFICATIONS FOR THIS EXAMINATION WILL RECEIVE AN ADMISSION LETTER APPROXIMATELY SEVEN DAYS BEFORE THE SCHEDULED TEST DATE. If you qualify to receive an admission letter and do not receive it within seven (7) days of the test date, contact the Personnel Department at (845) 807-0485 to report that you did not receive an admission letter. No consideration will be given to requests for special test dates that are based upon an applicant's failure to receive an admission letter for the regular test date.

**CROSS-FILING: IF YOU HAVE APPLIED TO TAKE OTHER CIVIL SERVICE EXAMINATIONS WITH NEW YORK STATE OR OTHER LOCAL GOVERNMENT JURISDICTIONS ON THE SAME DATE, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL EXAMINATIONS AT ONE TEST SITE.**

You must make your request for these arrangements no later than two weeks before the date of the examinations. For this Sullivan County examination, call (845) 807-0485 or write to the Sullivan County Personnel Department, Government Center, 100 North St., P.O. Box 5012, Monticello, New York 12701

## SUPPLEMENTAL INFORMATION FOR EXAMINATION APPLICANTS

**APPLICATION FORMS:** USE FORM SC-330, APPLICATION FOR EXAMINATION OR EMPLOYMENT, FOR THIS EXAMINATION. A SEPARATE APPLICATION MUST BE FILED FOR EACH EXAMINATION FOR WHICH YOU ARE APPLYING. ALL ITEMS IN THE APPLICATION MUST BE COMPLETED. ALL APPLICANTS WILL EITHER BE ADMITTED TO THE EXAMINATION OR WILL BE INFORMED OF THE REASON FOR DISQUALIFICATION. COMPLETED APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE OR MUST BE POSTMARKED NO LATER THAN THE LAST FILING DATE. THE PERSONNEL OFFICER RESERVES THE RIGHT TO REJECT OR ACCEPT APPLICATIONS RECEIVED AFTER THE ADVERTISED FILING PERIOD. TO OBTAIN AN APPLICATION FORM, CONTACT THE SULLIVAN COUNTY PERSONNEL DEPARTMENT AT 100 NORTH STREET, P. O. BOX 5012, MONTICELLO, NEW YORK 12701, OR TELEPHONE (845) 807-0485.

**EDUCATION:** WHERE HIGH SCHOOL GRADUATION IS REQUIRED, A HIGH SCHOOL EQUIVALENCY DIPLOMA FROM ANY STATE OR AN ARMED FORCES GED (HIGH SCHOOL LEVEL) WILL BE ACCEPTABLE. IN EVALUATING A CANDIDATE'S QUALIFICATIONS, 30 CREDIT HOURS EQUALS ONE YEAR OF COLLEGE. SUCH CREDIT HOURS SHALL BE EARNED AT AN ACCEPTABLE COLLEGE OR UNIVERSITY (ONE RECOGNIZED BY THE NEW YORK STATE EDUCATION DEPARTMENT AS FOLLOWING ACCEPTABLE EDUCATIONAL PRACTICES). TRANSCRIPTS SHOULD BE SUBMITTED WHENEVER THE QUALIFICATIONS REQUIRE A SPECIFIC COLLEGE MAJOR OR SPECIFIED NUMBER OF CREDITS.

**EXPERIENCE:** VERIFIABLE UNPAID, PART-TIME AND VOLUNTEER EXPERIENCE IN ONE OF THE SPECIALIZED AREAS MAY BE SUBSTITUTED FOR AN EQUIVALENT AMOUNT OF THE REQUIRED PAID EXPERIENCE UNLESS OTHERWISE STATED. PART-TIME EXPERIENCE WILL BE PRO-RATED.

**VERIFICATION OF QUALIFICATIONS:** CANDIDATES MAY BE INVESTIGATED OR CALLED FOR AN INTERVIEW TO DETERMINE WHETHER THEY ARE QUALIFIED FOR APPOINTMENT.

**MEDICAL EXAMINATION:** 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.

**PROMOTION EXAMINATIONS:** PERSONS COMPETING IN PROMOTION EXAMINATIONS CAN BE APPOINTED ONLY IN THE JURISDICTION IN WHICH THEY ARE PRESENTLY EMPLOYED. ANY PERSON WHOSE NAME IS PRESENTLY ON A PREFERRED LIST AND WHO MEETS THE REQUIREMENTS FOR A PROMOTION EXAMINATION IN THE AGENCY FOR WHICH THE TEST IS BEING HELD IS ELIGIBLE TO COMPETE IN THE EXAMINATION.

**ELIGIBLE LISTS:** THE ELIGIBLE LIST RESULTING FROM THIS EXAMINATION MAY BE USED FOR APPOINTMENT TO OTHER TITLES DEEMED TO BE SIMILAR AND APPROPRIATE. ELIGIBLE LISTS WILL BE ESTABLISHED FOR A MINIMUM OF ONE YEAR. ELIGIBLE LISTS IN EXISTENCE FOR MORE THAN ONE YEAR WILL TERMINATE UPON THE ESTABLISHMENT OF A NEW ELIGIBLE LIST FOR THE SAME TITLE.

**CONTINUOUS RECRUITMENT EXAMINATIONS:** CANDIDATES WHO MEET THE QUALIFICATIONS AND PASS THIS EXAMINATION WILL HAVE THEIR NAMES PLACED ON THE ELIGIBLE LIST IN THE ORDER OF FINAL SCORES REGARDLESS OF THE DATE ON WHICH THEY FILED OR TOOK THE TEST. APPEAL OF RATINGS WILL NOT BE ALLOWED AS THE OPPORTUNITY FOR RETEST EXISTS.

**MILITARY STATUS:** IF YOU EXPECT TO ENTER MILITARY SERVICES, YOU MAY STILL COMPETE IN THE EXAMINATION AND BE APPOINTED OR REINSTATED AFTER YOUR RETURN FROM ACTIVE DUTY. YOU MUST SUBMIT AN APPLICATION FOR THE REGULARLY SCHEDULED TEST TO BE CONSIDERED FOR A SPECIALLY SCHEDULED EXAMINATION AFTER YOUR RETURN FROM ACTIVE DUTY.

**VETERANS CREDITS:** IF YOU ARE ELIGIBLE FOR ADDITIONAL CREDIT YOU MUST SUBMIT AN APPLICATION FOR VETERAN'S CREDIT WITH YOUR APPLICATION FOR EXAMINATION OR AT ANY TIME BETWEEN THE DATES OF YOUR APPLICATION FOR EXAMINATION AND THE DATE OF THE ESTABLISHMENT OF THE RESULTING ELIGIBLE LIST. APPLICATIONS FOR VETERANS CREDIT ARE AVAILABLE FROM THIS OFFICE. VETERANS CREDITS CAN ONLY BE ADDED TO A PASSING SCORE. 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 VETERANS CREDIT 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'S THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE PROOF INDICATING 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.

**RATING OF EXAMINATIONS:** THIS 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 OF EXAMINATIONS WILL APPLY TO THIS TEST. EXAMINATIONS ARE RATED ON A SCALE OF 100 WITH THE PASSING MARK AT 70. UNLESS THE ANNOUNCEMENT STATES OTHERWISE, YOU MUST PASS THE WRITTEN TEST AS WELL AS ANY OTHER PART SUCH AS A PERFORMANCE TEST, ORAL EXAMINATION, OR SUCH OTHER REQUIREMENTS AS MAY APPLY. TEST INSTRUCTIONS MAY FURTHER DIVIDE THE TEST INTO PARTS AND SET MINIMUM STANDARDS FOR EACH PART.

**ALTERNATE TEST DATES:** ALTERNATE TEST DATES CAN BE ARRANGED IF YOU ARE UNABLE TO PARTICIPATE IN THE TEST ON THE REGULAR TEST DATE FOR AN ACCEPTABLE REASON. REQUESTS FOR ALTERNATE TEST DATES MUST BE MADE IN WRITING AT THE TIME THAT YOU APPLY AND MUST INDICATE THE REASON FOR REQUESTING THE ALTERNATE TEST DATE.

**SPECIAL ACCOMMODATIONS:** IF YOU REQUIRE A SPECIAL ACCOMMODATION AT THE TEST CENTER, YOU MUST REQUEST THIS ACCOMMODATION IN WRITING AT THE TIME THAT YOU APPLY, CLEARLY STATING THE ACCOMMODATION REQUESTED AND THE REASON FOR REQUESTING THE SAME.

**RESIDENTIAL PREFERENCE:** PREFERENCE IN CERTIFICATION FROM OPEN COMPETITIVE LISTS MAY BE GIVEN TO RESIDENTS OF THE MUNICIPALITY/JURISDICTION MAKING THE APPOINTMENT. THERE MAY BE SPECIFIC REQUIREMENTS FOR RESIDENCY FOLLOWING APPOINTMENT. PROMOTIONAL EXAMS ARE EXEMPT FROM THIS REQUIREMENT.

**SENIORITY:** SENIORITY WILL BE CREDITED IN PROMOTION EXAMINATIONS BY ADDING POINTS TO THE SCORES OF PASSED CANDIDATES. SENIORITY WEIGHING WILL BE ONE POINT FOR EACH CREDITABLE FIVE YEAR PERIOD OR FRACTION THEREOF BEYOND THE INITIAL YEAR OF SERVICE. CREDIT WILL BE GIVEN ONLY FOR PERMANENT CLASSIFIED SERVICE ON A CONTINUOUS BASIS PRIOR TO THE EXAMINATION.

**PUBLIC OFFICERS:** A PUBLIC OFFICER MUST BE AT LEAST 18 YEARS OF AGE, A CITIZEN OF THE UNITED STATES, A RESIDENT OF THE MUNICIPALITY IN WHICH EMPLOYED, AND MUST NOT HAVE BEEN CONVICTED OF A VIOLATION OF SELECTIVE TRAINING AND SERVICE ACTS OF THE UNITED STATES. APPOINTMENTS TO COMPETITIVE CLASS POSITIONS ARE FOR AN INDEFINITE TERM UNLESS SPECIFIC TERMS HAVE BEEN SET BY LOCAL, SPECIAL, OR GENERAL LAW.

**CALCULATORS, SLIDE-RULES OR OTHER REFERENCE MATERIALS:** CALCULATORS ARE RECOMMENDED CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. DEVICES WITH TYPEWRITER KEYBOARDS, SPELL-CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSLATORS, DICTIONARIE OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIALS TO THE TESTING SITE.

**NOTE:** IF AN OPEN COMPETITIVE AS WELL AS A PROMOTION EXAMINATION IS GIVEN ON THE SAME DAY, QUALIFIED CANDIDATES MAY COMPETE IN BOTH EXAMINATIONS BY FILING A SEPARATE APPLICATION FOR EACH. THE PROMOTION LIST WILL TAKE PRECEDENCE OVER THE OPEN COMPETITIVE LIST IN FILLING VACANCIES. ONCE THE PROMOTION LIST HAS BEEN EXHAUSTED, THE OPEN COMPETITIVE LIST WILL BE USED TO FILL VACANCIES OCCURRING THEREAFTER.

THIS EXAMINATION MAY BE USED FOR FILLING POSITIONS IN THE COUNTY GOVERNMENT. **SULLIVAN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F/V/H.**

**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 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 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.

**FINGERPRINTING:** A STATE AND/OR NATIONAL FINGER PRINT SUPPORTED BACKGROUND INVESTIGATION IS REQUIRED BEFORE AN APPOINTMENT IS MADE TO SOME POSITIONS. THE CRIMINAL JUSTICE SERVICES REQUIRES THAT EACH REQUEST FOR SUCH SEARCH BE ACCOMPANIED BY A FEE. CANDIDATE IS RESPONSIBLE FOR THIS FEE.