

**COLUMBIA COUNTY CIVIL SERVICE COMMISSION**  
**401 STATE ST., HUDSON, NEW YORK 12534**  
**Phone: 518-828-6622**  
**www.columbiacountyny.com**

*Please Post Conspicuously*



**This exam is open to  
employees holding the title  
of Clerk Typist in all  
jurisdictions.**

Issue Date: 2/23/24  
County #3549

Columbia County Civil Service Commission announces  
a promotional examination exam for:

**Senior Typist**  
**#3458**

*Administration of an exam does not imply a vacancy exists*

**Date of Examination:** July 13, 2024

**Last Filing Date:** May 24, 2024

**Filing Fee:** Fee for this examination is \$15.00  
PERSONAL CHECKS ARE NO LONGER ACCEPTED  
(See reverse side for instructions)

**Location:** To be announced.

**Vacancy:** The eligible list established from this examination will be used to fill vacancies as they occur in **all divisions under the jurisdiction of the Columbia County Civil Service Commission.**

**Salary:** \$35,000.00 - \$45,000.00

**DUTIES:** This is difficult clerical work involving the responsibility for the performance of varied or unrelated tasks which require the exercise of independent judgment in the application of specific laws, office rules, policies and procedures. The amount of typing depends upon the position to which employees in this class are assigned. Unusual problems of situations are referred to the immediate supervisor before any action is taken. The work is check by another step in the clerical process or by the immediate supervisor. Supervision may be exercised over subordinate clerical employees. Typical work activities include, but are not limited to the following: Acting as an information clerk with a general knowledge of personnel location; office activities and established office practices are involved; Establishes and maintains office files and record keeping systems; May be required to handle incoming phone calls and set up any appointments necessary; takes messages for other office staff; Assists in the preparation of statistical or other reports in connection with office procedures; May be responsible for the completion of correspondence and reports; May be required to perform various types of accounting function. Knowledge, skills, abilities and personal characteristics required of candidate are as follows: Thorough knowledge of office terminology, procedures and office equipment; good knowledge of business arithmetic and English; good knowledge of elementary bookkeeping and office duplicating machines; ability to understand and follow oral and written directions; clerical aptitude and good judgment; tact; courtesy; physical condition commensurate with the demands of the position. Candidate is expected to perform related work, as required.

GENERAL INSTRUCTIONS TO CANDIDATES (Prom).

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted.

**Applications received/postmarked after the last filing date will not be accepted.**

**Seniority Credits for promotional exams – One point for each creditable five year period.**

**Credit is based on time served within the department for which the promotional exam is offered:**

<b>Less than 1 year</b>	<b>0 points</b>	<b>Over 11 yrs. up to 16 yrs.</b>	<b>3 points</b>
<b>1 year up to 6 yrs.</b>	<b>1 point</b>	<b>Over 16 yrs. up to 21 yrs.</b>	<b>4 points</b>
<b>Over 6 yrs. up to 11 yrs.</b>	<b>2 points</b>	<b>Over 21 yrs. up to 26 yrs.</b>	<b>5 points</b>

**NOTE:** Sabbath observers/disabled persons/ military members: If special arrangements for testing are required, indicate this on your application.

**VETERANS CREDITS:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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' credit. "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."

**RATING & REVIEW:** Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

**EXAM NOTICES:** The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

**CALCULATORS:** Unless otherwise notified, 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, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

**ELIGIBLE LIST:** The lists established as a result of examinations will remain in existence for a minimum of one (1) year, maximum of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

**FILING FEES:** A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

**APPLICATION WAIVER FEE:** 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 Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at [www.columbiacounty.ny.com](http://www.columbiacounty.ny.com).

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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 test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ [www.columbiacounty.ny](http://www.columbiacounty.ny) or call this office at (518) 828-6622 prior to the examination.

**MINIMUM QUALIFICATIONS:** A candidate must meet the qualifications on or before the last filing date. **TRANSCRIPTS:** Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III:** 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 Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

**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. Candidate may be responsible for fees associated with such an investigation. Failure to meet the standards for the background investigation may result in disqualification.

## **Minimum Qualifications (ON OR BEFORE LAST FILING DATE):**

12 months permanent, competitive status as a Clerk Typist.

(Example: A Clerk Typist, meeting the requirements of 12 months as a Clerk Typist, in the Ichabod Crane School District would take this exam and be eligible for appointment in that school district/agency only. ***You must work in the agency in which there is a vacancy to be appointed from this promotional eligible list.***)

**Exam Series:** Higher Level Clerical

**Subjects of Examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

### **Spelling**

These questions test for the 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 percents.

### **Office Practices**

These questions test for a knowledge of generally agreed upon practices governing the handling of situations which office support staff, 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; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

*The New York State 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 New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm).*

Use of calculators is **ALLOWED**