

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
COUNTY OFFICE BUILDING
WAMPSVILLE, NEW YORK

#300-2016 OFFICE ASSISTANT I
(Open Competitive)

DATE OF EXAMINATION:
September 17, 2016

APPLICATIONS ACCEPTED UNTIL:
August 5, 2016

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION

\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER

Since application fees are non-refundable, you are urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified.

If you are a Madison County employee in a position represented by the CSEA White Collar Unit, you are not required to submit a processing fee under the current negotiated agreement.

SALARY: Varies in those jurisdictions whose Civil Service is administered by the Madison County Department of Personnel/Civil Service.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in the Madison County Departments, towns, villages, special districts and school districts, under the jurisdiction of the Madison County Department of Personnel/Civil Service.

RESIDENCY: There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of the jurisdiction in which appointment is to be made for at least one month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard clerical tasks. Specific duties vary with the needs of the department. Procedures are usually fixed using clearly defined agency guidelines, procedures and instructions. Detailed instructions are given for new or difficult assignments and independent judgment may be exercised in specific cases. Work is reviewed by direct observation, checking completed work, periodic or spot-checks, cross-checking or other steps in the clerical process. This position differs from an Office Assistant II in that the duties of an Office Assistant I involve less complex operations than an Office Assistant II and tend to be more routine in nature. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: “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 as involving direct contact with students, a clearance for employment from the State Education Department is required.”

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a full-time permanent or contingent-permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Spelling** - These questions test your ability to spell words that are used in written business communications.
2. **Alphabetizing** - These questions test your ability to file material in alphabetical order.
3. **Record Keeping** - These questions evaluate your ability to perform common 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.
4. **Clerical Operations with Letters and Numbers** - These questions test your skills and abilities in clerical operations involving 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 a hand-held, battery or solar powered calculator for this exam is RECOMMENDED. Cell phones and devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited. You may not bring books or other reference materials.

PERFORMANCE TEST: A performance test will be held at a later date, to be announced. There 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 a generic variety; you do not need any present knowledge of these databases in order to do well on the test.

The test will consist of three 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.

Candidates will only be called to the performance test if they have passed the written test. The Madison County Personnel/Civil Service Department reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

You must pass both the written and performance tests to be eligible for appointment. Your score on the eligible list will be based on your score on the written test.

Use Of Copyholder: If you wish to use a mechanical copyholder, you may bring one as long as it does not use any kind of a magnet. Copyholders with any kind of a magnet or magnetic device are prohibited.

PERFORMANCE TEST WAIVER POLICY:

- A. If you passed a database-clerical test provided by the NYS Department of Civil Service, in this or any other county, city, or town in New York State within one year of the date of the written test, you may be eligible to have the performance test waived. If you request a waiver, you must submit verifiable evidence of qualifying. Include the title, location, and date of the performance test in the comments/remarks section of your application. Waivers for this database-clerical test will not be granted for typing tests, production data entry, or emergency-data entry tests you may have passed.
- B. If a candidate is employed in a public agency or jurisdiction served by the Madison County Personnel Officer and presently holds permanent or contingent permanent competitive status in a title for which passing of a database-clerical test was required for appointment, the database-clerical test may be waived.

Candidates requesting a waiver based on present employment must clearly indicate the waiver request on their examination application.

RETEST POLICY: A candidate will have one opportunity to retake the performance test no sooner than thirty (30) days but no later than ninety (90) days after failing the first performance test.

Candidates may take a database-clerical performance test not more than a total of four times per calendar year for any one or a combination of examinations requiring the test.

OTHER INFORMATION FOR CANDIDATES: “A Guide for Taking the Written Test for Entry-Level Clerical Series” can be downloaded at http://www.cs.ny.gov/testing/test_guides/entry_level_clerical.pdf and “Civil Service Examinations – How to Take a Written Test” can be downloaded at <http://www.cs.ny.gov/pio/publications/howtotakeawrittentest.pdf>.

NOTE: Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

APPLICATIONS: May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website www.madisoncounty.ny.gov. Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

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, 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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department's website www.madisoncounty.ny.gov.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test is being 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 the written test.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's 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 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 veteran's credit.

THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: July 6, 2016

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER