

**WATERVLIET CIVIL SERVICE COMMISSION
ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION FOR
CLERK/TYPIST**

EXAMINATION NO: 01-2017

EXAMINATION DATE: September 9, 2017

LAST FILING DATE: August 30, 2017

STARTING SALARY: \$21,000.00-\$26,000 based on experience

LOCATION OF POSITION(S): The eligible list established as a result of this examination will be used to fill future vacancies as they occur in the Enlarged City School District.

FEE: Make check or money order in the amount of \$25.00 payable to the Watervliet Municipal Civil Service Commission. As no refund will be made, you are urged to compare your qualifications with the requirements for appointment. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification and, if not supported by documentation, candidates are subject to being barred from appointment.

RESIDENCE REQUIREMENT: For positions in the School District: Candidates must be a legal resident within the County of Albany for four months prior to the date of the examination.

DUTIES: A Clerk/Typist independently performs routine clerical duties and/or assists in performing more difficult and responsible clerical work involving the full time or substantial part-time operation of a keyboard. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test.

- A. Graduation from high school or possession of a high school equivalency diploma.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

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. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

CALCULATORS RECOMMENDED: It is recommended that calculators be used for this examination. 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.

A Guide to Taking the Examination for Entry Level Clerical (including Typist and Stenographer) is attached to this announcement.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on a performance test at 25 words per minute. You must pass both the written test and performance tests to be considered for appointment. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City of Watervliet reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. A written description of the simple software will be provided at the test site.

The test is five minutes long and is preceded by a three minute practice session. The text passage is printed in a test booklet. Candidates enter (“key” or “type”) as much of that passage as they can during the time available.

In order to pass the test, candidates must enter the text at a rate of at least 25 words per minute, with 96% accuracy. For example, if a candidate enters the text at 25 words per minute, the maximum number of allowable errors is 7. (NOTE: A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.)

RETEST POLICY: Candidates will be offered two attempts to pass the performance test. Candidates who fail in their first attempt will be permitted a retest that will be given on the same day as the initial performance test.

WAIVER POLICY: The performance test may be waived for candidates who have passed a typing performance test at the rate of 25 words per minute. That test must have been administered by the Watervliet Civil Service Commission, the New York State department of Civil Service, the New York State Department of Labor or any local Municipal Civil Service agency within the State of New York. Candidates must have passed the performance test within 2 years of the written examination. Such candidate must provide verification from the agency that administered the test, including the agency name and address, test date and the

passing rate of speed.

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.

SATURDAY SABBATH OBSERVERS/DISABLED PERSONS/MILITARY MEMBERS:

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law Rules and Regulations dealing with the rating of examinations will apply to this examination.

If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

VETERAN'S CREDITS: 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.

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 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 credits.

You may obtain further information and application forms from the Watervliet Civil Service Commission, City Hall, Watervliet, N.Y. 12189. Phone number is (518) 270-3800 ext.114.

Candidates will be notified by letter of when and where to appear to take the written test. Candidates who have not received a notice to appear for the written test three days prior to the date of the test, should call the Civil Service Commission at 270-3800 ext.114.

MUNICIPAL CIVIL SERVICE COMMISSION

By: _____

Arthur R. Fruscio, Secretary

Issued Date: August 4, 2017