

## **INSTRUCTIONS**

- 1. Read this exam announcement thoroughly.** Compare your qualifications carefully with the qualifications listed on the exam announcement, and file only for those examinations for which you are clearly qualified.
- 2. Complete a Civil Service application.** Download at: <http://co.cayuga.ny.us/civilservice/forms/CY114.pdf>. Your application must show that you meet the qualifications. All experience required to meet the qualifications must be paid, full-time experience unless otherwise noted.
- 3. Submit your application, along with the application fee.** Send to: Cayuga County Civil Service Commission, 160 Genesee Street, 2<sup>nd</sup> Floor, Auburn, NY 13021. (Applications must be submitted or postmarked by the application deadline listed on the exam announcement.) If paying with a check or money order, make payable to CAYUGA COUNTY, and include the Exam Number(s). If applying for more than one Cayuga County exam, you must submit a separate application for each exam, as well as the fee required for each exam.

**NOTE: Approved candidates will receive an Admission Notice approximately 10 days before the exam date, listing the date, time, and place of the exam.** (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 days of the exam date, contact the Civil Service office at 315-253-1284. The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application nor take responsibility for non-delivery of mail or postal delay.



**Cayuga County Department of Human Resources  
and Civil Service Commission**

County Office Building, 2<sup>nd</sup> Floor  
160 Genesee Street  
Auburn, NY 13021

Phone: (315) 253-1284

Email: [civilservice@cayugacounty.us](mailto:civilservice@cayugacounty.us)

Website: [cayugacounty.us/civilservice](http://cayugacounty.us/civilservice)

Fax: (315) 253-1084

**EXAM ANNOUNCEMENT:**

**Clerk**

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee</u>	<u>Application Deadline</u>
<b>March 31, 2012</b>	<b>OC# 20121</b>	<b>\$ 10 (non-refundable)</b>	<b>February 15, 2012</b>

**SALARY:** Varies.

**VACANCIES:** The eligible list established as a result of this exam will be used to fill present and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

**RESIDENCY:** Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS** *(Candidates must meet the following requirements in order to take the exam.)*

- Graduation from high school (or higher level) or possession of a high school equivalency diploma.

**ANTICIPATED ELIGIBILITY (EDUCATION):** If you expect to complete the educational requirement by **September 30, 2012**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **November 30, 2012**. Failure to do so will result in removal of your name from the eligible list.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position involving the performance of a variety of systemized clerical tasks. Incumbent performs routine clerical work and or assists in performing more difficult and responsible clerical work. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

**SUBJECTS OF EXAMINATION:** A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **RECORD KEEPING (30 questions):** 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.
2. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS (30 questions):** 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.

**STUDY GUIDE:** A study guide for this title is available online. Go to: <http://www.cs.ny.gov/testing/localtestguides.cfm> and click on the test guide entitled Clerical/Steno/Typist Series (Entry-Level) ; or call 315-253-1284.

**USE OF CALCULATORS: 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, dictionaries, or any similar devices are prohibited.

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### **STANDARD INFORMATION**

**JURISDICTION:** The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

**PRE-EMPLOYMENT DRUG TESTING:** Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

**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.

**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.

**SECTION 23.2:** This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

**APPLICATION FEE WAIVER:** An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. You may obtain the waiver request form on our website at: <http://co.cayuga.ny.us/civilservice/forms/applicationfeewaiverrequest.pdf> or call 315-253-1284.

**THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application.

**Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date. Call 315-253-1284 for more information.

**VETERAN'S CREDIT:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** You may request these forms by calling (315) 253-1284, or download from our website at: cayugacounty.us/civilservice/ccapp. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

**ADDITIONAL CREDITS ALLOWED 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.

**ELIGIBLE LIST:** The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

**CHANGE OF ADDRESS:** If you move, it is your responsibility to notify the Civil Service Office of your new address.

The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

**CROSS-FILING (MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

- If you have applied for any other civil service examinations 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) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], **no later than two weeks before the test date.**
- If you have applied for another local government examination with **another local civil service agency**, call or write to each civil service agency to make arrangements. You must make your request for these 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.
- Attach a **CROSS-FILING FORM** to your Cayuga County Civil Service Application. This form is available on our website at: <http://co.cayuga.ny.us/civilservice/forms/cross-filing-form.pdf>

**WEATHER EMERGENCY / EXAM CANCELLATION:** Listen to your local TV/Radio stations for information.

**TV Stations:** WSTM (Channel 3), WSYR (Channel 9).

**Radio Stations:** WNYR (98.5), WALL (99.3), WSWF (1110), WGVA (1240), WCGR (1550), WAUB (1590).