

GENESEE COUNTY HUMAN RESOURCES  
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE (DECENTRALIZED) EXAMINATION FOR:

**SENIOR TYPIST, O.C. #73202400**

**SALARY:** \$17.99 per hour (2024) Alexander Central Schools

**VACANCY:** Alexander Central Schools has four (4) positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a Civil Service list established as a result of this exam. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

**LAST FILING DATE-----SEPTEMBER 18, 2024**

**WRITTEN EXAMINATION DATE-----OCTOBER 26, 2024**

**MINIMUM QUALIFICATIONS:**

**EITHER:**

- A. Possession of an Associate's degree in Secretarial Science, Office Technology-Secretarial, or related field, AND one (1) year of full-time, paid clerical experience which shall have included typing, **[ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

**OR:**

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**MINIMUM QUALIFICATIONS, Cont'd:**

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education AND completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology AND one (1) year of full-time, paid clerical experience which shall have included typing, **[ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

**OR:**

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and three (3) years of full-time, paid clerical experience which shall have involved typing, **[INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION].**

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.

A copy of an official transcript is acceptable for the purpose of taking this examination, however, at such time a candidate is offered an appointment, an official, sealed transcript must be on file with Human Resources prior to the appointment.

**NOTE: Photo ID will be required on the day of the examination.**

**NOTE: You may file for this examination if you expect to complete the educational requirement by January 31, 2025. If successful on the examination, however, you will not be certified for appointment until you have submitted proof of completion of the educational requirements to Genesee County Human Resources. Proof must be submitted no later than two months after the completion date. Failure to do so will result in removal of your name from the eligible list.**

**CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.**

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**NOTE – FILING FEES:** Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

**TYPICAL WORK ACTIVITIES:**

Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical and typing work of a unit;

Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;

Reviews accounts, reports, and other documents for completeness, accuracy and conformity with established procedure;

Conducts routine correspondence on matters where policies and procedures are well defined;

Supervises and participates in the typing, issuing and recording of applications, licenses and permits;

Has charge of the typing of records and reports and reviews for clerical accuracy and completeness;

Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;

Is responsible for the maintenance of personnel records and preparation and typing of payrolls;

Answers telephone and gives out routine information or relieves at switchboard;

Occasionally operates computing, calculating and other office machines.

**SUBJECT OF EXAMINATION:** The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. Spelling
2. Grammar, Usage, Punctuation
3. Keyboarding Practices
4. Office Record Keeping
5. Office Practices (10 Questions)

A Guide to the Written Test for Senior Stenographer/Senior Typist is available at the New York State Department of Civil Service website:

[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CANDIDATES ARE **ALLOWED** TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

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**EXPANDED SUB-TEST DESCRIPTION:**

**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 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 a knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning workflow; 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.

**CROSS-FILING:** If you have applied for other local government or state 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 examinations. The “Cross-filer Form” for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, [www.co.genesee.ny.us](http://www.co.genesee.ny.us).

**NOTE:** Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

**ACTIVE MILITARY MEMBERS:** Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

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**ACTIVE MILITARY MEMBERS, Cont'd:**

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us). Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

**VETERANS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us).

**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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

**PLACE TO FILE:** To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: [www.co.genesee.ny.us](http://www.co.genesee.ny.us). Phone 344-2550, Ext. 2221.

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**PLACE TO FILE, Cont'd:**

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

**APPLICANTS:** Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This examination 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 this rating of the examination will apply to this test.

**ALL QUALIFIED APPLICANTS WILL BE AFFORDED EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR MARITAL STATUS.**

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