

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. **Spelling** - These questions are designed to test candidate's ability to spell words that office employees encounter in their daily work.
2. **English Grammar and Usage** - The English grammar and usage questions are designed to test the candidate's ability to apply the basic rules of English grammar, usage, and sentence structure.
3. **Punctuation** - The punctuation questions will be designed to test the candidates' knowledge of appropriate marks and their correct placement in sentences.
4. **Keyboarding Practices** - These questions are designed to test the candidate's knowledge of preferred practices in areas such as, but not limited to, capitalization, hyphenation, spacing, word division, tabulation and proofreading.
5. **Office Record Keeping** - These questions are designed to test the candidates' 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.
6. **Office Practices** - These questions are designed to test the candidates' knowledge of generally agreed upon practices governing situations which secretaries, stenographers and typist are likely to encounter in their work, as well as their knowledge of how office work could be accomplished within reasonable limits of time, effort and cost. The topics covered may include, but not limited to, such issues as designing work flow, setting priorities, dealing effectively with staff and visitors, filing and retrieving information, using office equipment, and making procedural decisions and recommendations which contribute to a well-managed office.

A STUDY GUIDE IS AVAILABLE AT OUR OFFICE AND ON OUR WEB SITE.

Candidates who receive a passing score on the written test must also pass the performance test in typing.

Performance Test: Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written and performance test 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.

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 40 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 40 words a minute, the maximum allowable number of 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.) If you wish to use a mechanical copy holder, you may bring one as long as it does not use any kind of a magnet. Copy holders with any kind of a magnet or magnetic device are prohibited.

Typing Performance Waiver Statements:

A. If a candidate has already passed a 40 words per minute corrected or higher typing test administered by Wyoming County Civil Service, NYS Division of Employment, NYS Civil Service or BOCES within 2 years of the written test, the typing performance may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the typing test, the test date and passing speed.

B. If a candidate is employed by Wyoming County, or a public agency in a jurisdiction served by the Civil Service Commission and presently holds a permanent competitive or permanent contingent status in a title for which passing of a performance test in typing at 40 words per minute corrected or higher was required for appointment, the performance test may be waived. Candidates requesting a waiver based on present employment must complete a Waiver Request Form and include copies of support documents.

Performance Retest Policy: Candidates have two (2) consecutive typing performances available. If a candidate qualifies on the 1st performance, they do **NOT** need to be tested further. If the candidate does **NOT** appear for a schedule performance, the candidate will forfeit and automatically **FAIL**. If you do **NOT** pass the performance portion, you must apply for and pass a written examination requiring a performance in order to be eligible to take another performance.

PLEASE NOTE: You must pass the written and the performance test in order to be considered for appointment.

Unless otherwise notified, candidates are recommended 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.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application. Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

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 preparation and rating of examinations will apply to this examination.

Current members of the Armed Forces may apply for Veterans credits by filing an Application for Veterans Credits (Form VC-1). Proof of military status must also be presented and verified in order for consideration of granting of Conditional Veterans credit. Acceptable proof may include a military I.D. card, military orders, or others 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: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veteran credits with **EACH** application for examination. Candidates who wish to claim veteran credits on an examination should request an application and information sheet from the Wyoming County Civil Service Office. Veteran’s application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for this examination is established in order to utilize additional credits.

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.

APPLICATION FORMS MAY BE OBTAINED AT THE
WYOMING COUNTY CIVIL SERVICE OFFICE
143 N. Main Street, Suite 220
Warsaw, New York 14569
Telephone: 786-8830
Hours: Monday through Friday 9:00 a.m. - 5:00 p.m.

OR DOWNLOAD AN APPLICATION AT www.wyomingco.net (click on the civil service link)
WYOMING COUNTY -- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATION FEE POLICY

APPLICATION FEE:

You need to file a \$15.00 processing fee for **EACH** exam you are applying for. The required fee **MUST** accompany your application.

- send check or money order payable to the "Wyoming County Department of Civil Service."
- Write the examination number on the check or money order.
- **DO NOT SEND CASH!!**

As **NO** refunds will be made if you fail to appear for the scheduled exam or if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance in determining whether or not you meet the minimum qualifications can be obtained from our office and is yours for the asking.

GENERAL INSTRUCTIONS:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All necessary licenses, diplomas, and transcripts must be attached to the application when required in the "Minimum Requirements" as listed on the exam announcement.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Wyoming County Civil Service Office of any change of name and/or address. **NO** attempt will be made to locate candidates who have moved.

TIME AND PLACE OF EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received at least seven (7) days prior to the exam, please call the Wyoming County Civil Service Office at (585) 786-8830.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, 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. 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(s). For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

NOTE: APPLICANTS WHO LACK THIRTY DAYS, OR LESS, OF MEETING THE MINIMUM QUALIFICATIONS BY THE DATE OF THE EXAMINATION WILL BE ADMITTED CONDITIONALLY TO THE EXAMINATION. HOWEVER, PROOF OF THE ADDITIONAL DAYS' QUALIFICATIONS MUST BE SUBMITTED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST.

IF THE MINIMUM QUALIFICATIONS REQUIRE A DEGREE AND/OR LICENSURE/CERTIFICATION THE FOLLOWING STATEMENTS SHALL PERTAIN TO THIS EXAM ANNOUNCEMENT: If you expect to complete the educational requirement within 6 months, 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 Wyoming County Civil Service Office. Proof must be submitted within 2 months, following award of degree; failure to do so will result in removal of your name from the eligible list.

Licensure/Certification: If you are eligible for the required licensure/certification you can be admitted to this examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Wyoming County Civil Service Office.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE:

1. For situations known prior to when the examination is scheduled for administration, the candidate should get from this office a Request for Alternate Test Date Form as soon as possible before the test date.
2. For emergency situations, you must notify this office no later than Tuesday following the SATURDAY scheduled test date.
3. We **can not** administer any written test **prior** to the **scheduled date**.