

ORLEANS COUNTY CIVIL SERVICE
**CONTINUOUS RECRUITMENT EXAMINATION
FOR
CLERK**

John C. Welch, Jr.
Personnel Officer

#CR-2

**APPLICATIONS ARE NOW BEING ACCEPTED CONTINUOUSLY AND
EXAMINATIONS WILL BE HELD AS NEEDED**

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in county departments, school districts, towns and villages.

SALARIES: VARY WITH JURISDICTION

RESIDENCE: Candidates must have been legal residents of Orleans County for at least one (1) month immediately preceding the date of the written test for a position in Orleans County. Candidates must have been legal residents of Orleans or Niagara County for at least one (1) month immediately preceding the date of the written test for a position in the Orleans-Niagara BOCES School District and must be legal residents of Orleans or Niagara County at the time of appointment.

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;

OR

(B) One year of clerical experience.

DUTIES: This is an entry-level class involving the performance of a variety of systematized clerical tasks. The class is distinguished from a Senior Clerk who performs more difficult and complex clerical tasks which require knowledge of a specific program areas and the application of judgment and discretion in selecting a course of action. Positions in this class are supervised by a higher level position by personal observation, review of work in progress or upon completion, and of production records and reports. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. A clerk has no supervisory responsibilities but may assist the supervisor in the on-the-training of a new clerk in a specific clerical task. The incumbent does related work as required.

SUBJECT OF EXAMINATION: Written test designed to test for knowledge, skills, and/or abilities in such areas as:

1. **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.

2. **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 the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

Unless otherwise notified, 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.

CALCULATORS ARE RECOMMENDED

“A Guide to Taking the Written Test for Clerk” will be sent along with the Admission Notice to all approved candidates no later than two weeks before the test date. If you have not received your guide with your admission notice, please call the Orleans County Personnel Office at 589-2793, to request a copy.

GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Orleans County Civil Service Office, County Administration Building, 14016 Route 31 West, Albion, NY 14411. Applications should be filed as soon as possible after the announcement of the examination. In writing for the application form and information, SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. An incomplete application may be disapproved.

2. The posted qualifications are the sole basis for separating qualified from unqualified candidates. You must show that you are qualified.

3. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without official admittance card. If an applicant is rejected, due notice will be sent. The Civil Service Office does not make formal acknowledgment of the receipt of an application.

4. Unless otherwise stated, all candidates are required to be legal residents of Orleans County for one (1) month immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

5. For purpose of claiming veteran's credits on a Civil Service Examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

World War II - Dec. 7, 1941 - Dec. 31, 1946

Lebanon - June 1, 1983 - Dec. 1, 1987

Korean Conflict - June 27, 1950 - Jan. 31, 1955

Grenada - Oct. 23, 1983 - Nov. 21, 1983

Viet Nam Conflict – Feb. 28, 1961 - May 7, 1975

Panama - Dec. 20, 1989 - Jan. 31, 1990

Persian Gulf Conflict - August 2, 1990 - the date upon which such hostilities end.

Credit for Lebanon, Grenada and Panama will be limited to those who received the armed forces expeditionary, the navy expeditionary medal, or the marine corps expeditionary medal.

Veterans or Disabled Veterans who are eligible for additional credit must submit an application for veterans' credits with their application for examination or at any time between the dates of the application for examination and the date of the establishment of the resulting eligible list. Applications for veterans' credit are available from this office.

6. Verification of Qualification: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment.

7. PASSING MARK: Passing mark for examination is 70.

8. 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) 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.

ORLEANS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER!

EXAM FEE: A fee of \$10.00 is required for each separate examination for which you apply. A \$10.00 check, money order or cash must accompany the application for examination. The check is to be made payable to Orleans County Civil Service. Write the examination title, number and your social security check on your check or money order. **REFUNDS OF FEES WILL NOT BE ISSUED TO APPLICANTS WHO ARE DISQUALIFIED FOR NOT MEETING THE MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION OR WHO DO NOT APPEAR FOR TESTING ON THE SCHEDULED TEST DATE.** Therefore, be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee.

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.**

The “Request for Application Fee Waiver and Certification” may be obtained at the Orleans County Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-3184 or 589-2793.

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, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Religious Accommodation – Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “Religious Accommodation”. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled Candidates – If special arrangements for testing are required, indicate this on your application form.

Military Members - Candidates who are called to military service after filing an application should send requests for an alternate test date to Orleans County as soon as possible before the test date.

Candidates may reapply to retake the written test 6 months after the date of their previous test.

Successful candidates will have their names placed on the eligible list in order of their final score of the written test, regardless of the date on which they take the test. A candidate's eligibility for appointment begins on the date when the name is added to this eligible list and will remain in effect for one year.

The Orleans County Civil Service Personnel Officer reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

Application forms may be obtained at the Orleans County Civil Service Office, Monday through Friday from 9 AM to 5 PM or by sending a stamped, self-addressed legal size envelope to Orleans County Civil Service, County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone (585) 589-2793 or (595) 589-3184. The applicant should make sure **EVERY** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their applications are subject to verification. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their applications. A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than 3 days preceding the examination date.

If an emergency prevents you from appearing for the examination, please notify this office no later than 3:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

It is the responsibility of the candidate to notify the Orleans County Civil Service of any change in name or address. No attempt will be made to locate candidates who have moved.

John C. Welch, Jr.
PERSONNEL OFFICER

ISSUED: 10/30/2006

ORLEANS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER