



City of Oswego

Personnel Department

13 West Oneida Street Oswego NY 13126

Phone: 315-342-8159 • Fax: 315-342-8248

www.oswegony.org

Examination Announcement

SENIOR TYPIST

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|----------------------------|---|
| EXAMINATION NUMBER: | 17-001 (OPEN-COMPETITIVE) |
| LAST FILING DATE: | SEPTEMBER 21, 2017 (Applications will NOT be accepted after this date) |
| EXAMINATION DATE: | OCTOBER 28, 2017 |
| EXAM FEE: | \$10.00 (NON-REFUNDABLE) |

PAY RATE: \$30,565 - \$49,722

FILING FEES: A non-refundable fee of \$10.00 is required for **each** separate examination for which you apply. The required fee must accompany your application. Write the name and number of the exam(s) on your check or money order **payable to the City of Oswego** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for this position. You should file an application only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified or fail to appear.

VACANCIES: A single eligible list will be established as a result of this examination and will be used to fill future vacancies as they occur in the City of Oswego, Oswego City School District, Oswego SD Public Library and the Port of Oswego Authority.

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 form is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling 342-8159.

POSITION SYNOPSIS: This is difficult and varied clerical work, requiring the ability to type and exercise independent judgement in the application of prescribed procedures and methods to routine cases. Except for the requirement to type, this class is equivalent to that of Senior Clerk. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related duties as required.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of one (1) month immediately preceding the date of the examination.

CROSS-FILING: 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 notify the City of Oswego Personnel Department of your intent to take both a STATE and LOCAL government examination. When taking both a STATE and LOCAL examination you will be required to take all your examinations at the STATE examination center. You will be advised by letter when and where to report for your examinations.

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.

APPLICATION DEADLINE POLICY: Applications/exam fees must be submitted to the City of Oswego Personnel Department before close of business at 5:00pm on the last filing date listed on the examination announcement. Applications received via U.S. mail will be accepted only if postmarked on or before the last filing date. Applications received through inter-office mail or via facsimile after the last filing date will not be accepted.

MINIMUM QUALIFICATIONS: *(Candidates must meet the following requirements)* ***EITHER:***

A) Graduation from a regionally accredited or New York State registered two year college or university with an associate’s degree or higher in Business, Secretarial Science, Business Administration, or related field;

OR

B) Graduation from high school or possession of a New York State high school equivalency diploma and one year of clerical experience which involved typing;

OR

C) Two years of clerical experience which involved typing;

OR

D) An equivalent combination of training and experience as defined by the limits of A, B and C above.

All applicants for City of Oswego Civil Service examinations are required to meet the minimum qualifications stated on the examination announcements.

Effective March 12, 2010, the City of Oswego's tolerance policy for experience is as follows:

One month of tolerance will be allowed for each required year of experience up to a maximum of three months.

This policy will apply for all examinations held after March 12, 2010.

SCOPE OF EXAMINATION:

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

1. **SPELLING:** These questions test for the ability to spell words that are used in written business communications.
2. **GRAMMAR, USAGE, PUNCTUATION:** The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences.
3. **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.
4. **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.
5. **OFFICE PRACTICES:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, 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 work flow; 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.

Use of CALCULATORS is **PERMITTED**.

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 the rating of exams will apply to this examination.

OSWEGO CITY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
AND ALL INTERESTED PERSONS ARE INVITED TO APPLY FOR THESE EXAMINATIONS

ISSUED: August 3, 2017

Nancy C. Sterio

Nancy C. Sterio
Personnel Director

GENERAL INSTRUCTIONS

1. Applications and additional information is available at the Personnel Department, City of Oswego, 13 West Oneida Street, Oswego NY 13126, or by calling 342-8159, or on the web at www.oswegony.org.
2. Unless otherwise indicated on this announcement, the candidate will complete one "Application for Employment" for each open-competitive exam he/she wishes to take.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action.
4. Approved candidates will be notified when and where to appear for the examination. No one will be admitted into the examination without the official admission letter. If an application is rejected, due notice will be sent. The Department does not make formal acknowledgment of the receipt of an application.
5. Applicants must answer every question on the application form and make sure the application is complete in all respects. **Incomplete applications will be disapproved.**
6. If you have not received your notice to appear for the exam three days before the exam date, call 342-8159.
7. It is your responsibility to notify this office of any change of address/phone number that may have occurred since this examination and for the duration of the resulting eligible list.
8. Unless otherwise noted, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credit" prior to the establishment of the eligible list. Forms are available upon request at the Personnel Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling 342-8159. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
12. The duration of the eligible list shall be fixed for up to four years. Changing conditions may make it advisable to certify for future vacancies at higher or lower level salaries than those announced.
13. Inquiries may be made to character and ability and all statements made by candidates are subject to verification.
14. Disabled persons: If special arrangements for testing are required, indicate this on your application form.
15. Special Requirement for Appointment in the School District: 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 as involving contact with students, a clearance for employment from the State Education Department is required.