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## CATTARAUGUS COUNTY CIVIL SERVICE

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

Julie J. Carr, Personnel Officer

### KEYBOARD SPECIALIST II

**Filing Date:** Applications received by mail must be postmarked no later than 12/18/20. Applications submitted electronically must be completed no later than 12/18/20 11:59 PM..

**Exam Date:** Examinations will be held on 2/6/2021, 8:30 AM.

**Salary:** Varies by jurisdiction

**Vacancy:** Eligible List may be used to fill vacancies which may occur within the municipalities under the jurisdiction of Cattaraugus County Civil Service. There currently exists one opening in the Gowanda Central School District.

**Fee Required:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". **Cash Will Not Be Accepted.** Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, **Do Not Apply** for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:

<https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Residency:** Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

**Duties:** Keyboard Specialist II is a second level position in the Keyboard Specialist series. Incumbents perform complicated clerical processing and records maintenance activities, perform a variety of office support activities, and a variety of office functions which require the exercise of independent judgment and an understanding of agencies procedures and policies. The work is performed under general supervision, with unusual problems being referred to a supervisor before action is taken. Supervision of staff assigned to Keyboarding and clerical activities may be a responsibility of this position. A Keyboard Specialist II does related work as required.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and two years of clerical office experience, and either:

- A. Successful completion of a course involving the use of personal computers; OR
- B. Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy; OR
- C. Knowledge of personal computer equipment, operations and functions.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:** Per 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.

**NOTE:** Experience as referenced above refers to full time paid experience. Paid experience gained on a part-time basis will be pro-rated to determine eligibility. Therefore, candidates must be specific when reporting number of hours worked.

**Subject of Examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**Spelling**—These questions test 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 the 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 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.

Candidates are **allowed** 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.

A Guide for the Written Test for Senior Stenographer/Senior Typist Series is available at the New York State website:[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

This examination is being prepared and rated by the New York State Civil Service Department 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 examinations will apply to this examination.

Applications will be accepted up to ***December 18, 2020***, and may be obtained from the Cattaraugus County Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>.

**Cattaraugus County-An Equal Opportunity Employer**

Issued: November 18, 2020