



---

## CATTARAUGUS COUNTY CIVIL SERVICE

---

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

Julie J. Carr, Personnel Officer

### KEYBOARD SPECIALIST II-#026-060521

**Filing Date:**

Applications received by mail must be postmarked no later than **04/16/2021**.

Applications submitted electronically must be completed no later than **04/16/2021 11:59 PM**

**Exam Date:**

Examinations will be held on **06/05/2021 08:30 AM**

**Salary:**

**Varies by municipality. Salary for the GCSD is \$34,232.31 per year.**

**Filing Date:** Applications received by mail must be postmarked no later than 4/16/21.

Applications submitted electronically must be completed no later than 11:59pm on 4/16/21.

**Exam Date:** Examinations will be held on Saturday, June 5, 2021 at 8:30am.

**Salary:** Varies by jurisdiction. The salary for the GCSD position is \$34,232.31 per year.

**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 **April 16, 2021**, 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: March 17, 2021.

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must 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 each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list* . It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's 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.