



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

### KEYBOARD SPECIALIST-#822-121424

**Vacancy:** Eligible List will be used to fill vacancies throughout public agencies within Cattaraugus County. Salary will vary by employer. Cattaraugus County Government employees starting rate for this title is \$21.23 per hour full-time and \$16.40 per hour part-time.

**Fee:** 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**, 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 and may be downloaded from our website at: <https://www.catto.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Duties:** This position involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Supervisors are available for consultation concerning new or difficult assignments. Work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. A Keyboard Specialist does related work as required.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma or one year of clerical 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

**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.

**Special Requirement for Appointment in School Districts and 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.

**Residency:** Preference in certification may be given to successful candidates who have been residents of the jurisdiction in which appointment is to be made for at least one month immediately preceding the examination date.

**Eligible Lists:** Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in order of final score, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one year. Review of questions or appeal of ratings will not be allowed as the opportunity for retest exists.

THIS EXAMINATION IS ANNOUNCED AND WILL BE 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 RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

**Subject of Examination:** Written test will cover knowledges, skills and /or abilities in such areas as:

- 1. ALPHABETIZING:** These questions test your ability to file material in alphabetical order. (15 questions)
- 2. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving, 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. (30 questions)

**3. SPELLING:** These questions test your ability to spell words that are used in written business communications. (15 questions)

Unless otherwise notified, the use of calculators is **RECOMMENDED**. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited.

**RETAKING OF WRITTEN TEST:** Candidates participating in an examination for the position of Keyboard Specialist may not compete in a subsequent examination for the position until a period of six months has elapsed.

A Guide for the Written Test for Keyboard Specialist is available at the New York State website:  
<https://www.cs.ny.gov/testing/testguides.cfm>.

**Applications:** You may obtain an application from the Civil Service Commission website: <https://www.cattco.org/human-resources/exam-info#application>. Mail or bring completed applications to 303 Court Street; Little Valley, NY 14755; you may also apply online.

**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 minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

### **Cattaraugus County - An Equal Opportunity Employer**

**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.

**APPLICATION REVIEW TOLERANCE POLICY-**For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing

date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315

*Educational and/or age requirements must be met within 12 months of the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met within one year of the announced exam date. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.*