

INTERDEPARTMENTAL PROMOTION EXAMINATION

SENIOR OFFICE SPECIALIST II
EXAM #DEC-10-49 (PROM)

APPLICATIONS ACCEPTED CONTINUOUSLY

A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

EXAM DATES: THIS EXAM WILL BE SCHEDULED PERIODICALLY. CANDIDATES WITH APPROVED APPLICATIONS FOR THIS EXAM WILL BE NOTIFIED BY MAIL OF THE NEXT SCHEDULED EXAM DATE.

STARTING SALARY/RANGE: \$22,800 Oneida County Government
Other Civil Divisions May Vary

VACANCIES: The eligible list, established as a result of this examination, will be used to fill existing vacancies and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.

In accordance with Section 52 of the Civil Service Law, preference in appointment will be given to employees permanently employed in an Oneida County department in which a vacancy occurs; after which appointments will be made from among all eligibles employed in Oneida County departments.

Appointments to a School, Library, Town, Village or other Civil Service jurisdiction will be limited to those persons holding permanent competitive status within the jurisdiction only.

MINIMUM QUALIFICATIONS: Candidates must have permanent, full-time competitive status for a period of **twelve (12) months as a SENIOR OFFICE SPECIALIST I** in any Oneida County department or their respective School, Library, Town, Village, or any jurisdictions under the Oneida County Commissioner of Personnel immediately preceding the date of this examination.

NOTE: Applicants must meet the minimum qualifications on or before the date of examination.

DUTIES: The incumbent in this class performs moderately difficult office and clerical tasks. The work of this class may be of a confidential nature requiring the exercise of independent judgment and, frequently requires, the direction of day-to-day departmental clerical and office operations. This position differs from Senior Office Specialist I through the complexity of the duties performed, the exercise of independent judgment and the possible presence of supervisory responsibilities. The incumbent performs related work as required.

SENIORITY CREDIT: Computation of seniority points will begin from the date of original entry in the permanent, full-time classified service, of the jurisdiction in which promotion is sought. Points will be added to an eligible score, as follows:

*Less than 1 year-	0 points
*1 year up to 6 years -	1 point
*Over 6 years up to 11 years -	2 points
*Over 11 years up to 16 years -	3 points
*Over 16 years up to 21 years -	4 points
*Over 21 years up to 26 years -	5 points
*Over 26 years -	6 points

SUBJECTS OF EXAMINATION:

PC-ADMINISTERED TEST: The test will be administered on a personal computer (PC). Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated instruction program. Candidates will be given a sample test on which to practice before the actual test begins. This test is designed to evaluate 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.

CALCULATORS ARE ALLOWED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed, as the opportunity for re-test exists.

RETEST POLICY: Retest for this continuous recruitment examination is permitted after six months.

TERMINATION OF THE PROGRAM: Oneida County Department of Personnel reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

TEST GUIDE: A "Guide to Taking the Examination for the Senior Stenographer/Senior Typist Series" is available on the New York State Department of Civil Service web site: www.cs.ny.gov/testing/localtestguides.cfm or at the Oneida County Department of Personnel's Office, Oneida County Office Building, sixth floor. You may also call (315) 798-5726 or write the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501, to request a copy.

GENERAL INSTRUCTIONS

EMERGENCY CANCELLATION OF EXAMINATIONS: Tune to - News 10 Now; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: www.ocgov.net/oneida/personnel/csexam .

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. NO COPIES WILL BE ACCEPTED. Applicants must answer every question on the application form, and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.

5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being 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.
12. **ADDITIONAL CREDIT:** 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.
13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
14. **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. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
15. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification for future examination for a two year period. (per Oneida County Civil Service Rule IX)

Issued: 06/16/16

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****