

**CLERK-TYPIST (SPANISH-SPEAKING) (OC)**

**RC/EL #19129**

**A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.**

Examination to be held **November 16, 2019**; Last filing date **September 18, 2019**

**VACANCIES:** Vacancies exist in the East Ramapo Central School District, the North Rockland Central School District, the Village of Haverstraw and the Village of Spring Valley. The East Ramapo Central School District, the Village of Haverstraw and the Village of Spring Valley may not be filling some of the vacancies at this time.

**POSITIONS EXIST IN:** The Town of Haverstraw, the Village of Haverstraw, the Village of Piermont, the Village of Spring Valley, the East Ramapo Central School District, the North Rockland Central School District, the Haverstraw King's Daughters Public Library and Rockland Community College.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$19,742.00 annually for a 35-hour-work-week, 10-month position and \$23,698.00 annually for a 35-hour-work-week, 12-month position with the East Ramapo Central School District. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is primarily level general clerical work which involves the ordering, recording, tabulating or otherwise processing of materials which is either repetitive, routine or requires a number of relatively short sequential operations. Typing must be an essential part of the clerical processing. The work is distinguished from that of a Clerk Typist in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency Level II. The work is performed under general supervision in accordance with the prescribed procedures. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma.

**NOTES:**

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Secretarial or business school training may be substituted for high school on a one-for-one basis.
3. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary, to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interest and special fields of competence in general terms with reasonable ease; possess adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

**SUBJECTS OF EXAMINATION:** This examination will consist of two parts:

- A. A weighted multiple-choice test; and
- B. A qualifying Spanish Language Oral Proficiency Test.

**A. -WRITTEN TEST-**

1. Spelling – These questions test your ability to spell words that are used in written business communications.
2. Record keeping – These questions evaluate your ability to perform common 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.
3. 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.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

Unless specifically prohibited, 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", "Computers", and any similar devices are prohibited.

**STUDY GUIDE AVAILABLE:** “A Guide to the Written Test for the Entry-Level Clerical/Steno/Typist Series” is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

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**CLERK-TYPIST (SPANISH-SPEAKING) (OC) #19129 (CONTINUED)**

**B. -PERFORMANCE TEST-**

The Rockland County Department of Personnel has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination **WILL BE REQUIRED** to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request, by letter to the Commissioner of Personnel, that their name be reinstated to the eligible list. Please be aware that the Appointing Authorities may, at their discretion, administer a performance test prior to selecting a candidate for appointment.

**C. -ORAL PERFORMANCE TEST-**

The qualifying Spanish Language Oral Proficiency Test is designed to evaluate the candidate's proficiency in the Spanish language at a Level II. Only a sufficient number of candidates needed to fill the present vacancies will be called to take part in this qualifying portion of the examination **to be held at a later date**. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying oral test. Candidates must pass both parts of this examination in order to be eligible for appointment. This Language Oral Proficiency Test is held on a pass-fail basis. The qualifying oral language proficiency test will be waived for candidates who have previously passed an oral test at the required proficiency level given under the direction of this department or in any local jurisdiction in New York State within the past five years. **If you wish a waiver of the oral portion, submit a request within thirty days of the written test to our department indicating the title, number of the test and the jurisdiction for which it was held.** Those who receive written notification of failing the oral test, may make a request in writing within thirty days for a retest. The Rockland County Department of Personnel reserves the right to offer one more retest to all those candidates who failed or failed to appear for the first oral language proficiency test. Retests will not be scheduled until all passing candidates have been given an opportunity for testing. A candidate must qualify on both portions of the examination for his/her name to be placed on the resulting eligible list.

**Date Issued: 7/10/19**