

**AMENDED**  
**PERSONNEL CLERK (OC)**  
**NYS #64-144 RC/EL #22144**

Examination to be held **November 5, 2022**; Last filing date **October 5, 2022**

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** Rockland County Department of Personnel, Rockland Community College, Rockland County Sheriff's Department, Clarkstown Central School District, Nyack Public Schools, Pearl River Central School District, South Orangetown Central School District, Suffern Central School District, Town of Clarkstown and Village of Spring Valley.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

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

**SALARY:** The starting salary is \$27.30/hr. for a 35-hour work week with the County of Rockland.

**WHAT THE JOB IS LIKE:** This is clerical work of a moderately complex nature which requires a working knowledge of laws, rules, regulations, processes, and procedures pertaining to personnel and human resources work. The work is generally comparable to specialized principal-level clerical work and is distinguished from senior or lower-level clerical work by the responsibility and independence required. The work may require considerable public and employee contact and is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, and two (2) years of which must have been in a responsible human resources or personnel (i.e. not entry-level) capacity\*\*; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of experience which must have been in a responsible human resources or personnel (i.e., not entry-level) capacity\*\*; or
3. A Bachelor's degree in Business Administration, Human Resources, Behavioral or Social Science, Education, or comparable curriculum may be deemed fully qualifying.

\*\*Personnel/human resources work shall be defined as duties and responsibilities at a principal clerical level or higher in any one or more of the following areas: recruitment/selection, wage and salary administration, job analysis, classification, training, career planning and development, payroll, or related function. The work must have substantially involved the knowledge and application of laws, rules and regulations, and policies pertaining to personnel work, particularly in New York State.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, January 5, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SEE NEXT PAGE**

## **PERSONNEL CLERK (OC) #64-144 (CONTINUED)**

### **SUBJECT OF WRITTEN EXAMINATION:**

1. **Ensuring Effective Inter/Intra Agency Communications** – These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
2. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Understanding and Interpreting Written Material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. **Personnel Principles and Practices** – These questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.
5. **Working with Office Records** – These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 08/31/2022**

**Amended Date: 09/30/2022**