



PRINCIPAL CLERK-TYPIST (OC)
NYS #86-912 RC/EL #24123

Examination to be held **May 4, 2024**; Last filing date **March 25, 2024**

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/examination process. 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 Finance, Rockland County Department of General Services, Rockland County Department of Health, Rockland County Department of Planning, Rockland County Department of Probation, Rockland Community College, Finkelstein Memorial Library, Rockland BOCES, Clarkstown Central School District, East Ramapo Central School District, Nanuet Union Free School District, Pearl River School District, Town of Clarkstown, Town of Orangetown, Town of Ramapo, Village of Spring Valley, and Village of West Haverstraw.

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 for a period of at least one year from the date the list was established.

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

SALARY: The starting salary is \$30.31 per hour for a 35-hour work week with the County of Rockland. Salary will be prorated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is a third-level title in the clerical line, involving the integration of a variety of data and the processing of clerical work. The work may also involve some secretarial responsibilities and the incumbent may serve as a troubleshooter within established general criteria. The job requires an understanding of the complete clerical process from an administrative function. Typing may be a major portion of the work. The work differs from that of a Senior Clerk-Typist in the complexity of assignments and the increased level of independent judgment. The work is performed under the general supervision of an administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

NOTES:

1. Additional qualifying experience or any academic, technical, or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree may be substituted for two (2) years of the required general experience.
3. A Bachelor's degree or higher may be deemed fully qualifying.

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 at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, May 25, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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PRINCIPAL CLERK-TYPIST (OC) #86-912 (CONTINUED)

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.

SUBJECT OF WRITTEN EXAMINATION:

1. Operations with Letters and Numbers – These questions test for skills and abilities in operations involving alphabetizing, 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.
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.

TYPING PERFORMANCE ASSESSMENT: 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.

USE OF CALCULATORS IS RECOMMENDED 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: 03/01/2024