



SENIOR CLERK-TYPIST (OC)
RC/EL #25118010

Examination to be held **May 31, 2025**; Last filing date **May 1, 2025**

A \$15 non-refundable application filing fee is required. 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 and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Rockland County Sheriff's Department, Rockland County Department of Personnel, Rockland Community College, Rockland BOCES, Clarkstown Central School District, East Ramapo Central School District, Nanuet Union Free School District, North Rockland Central School District, Nyack Public Schools, Pearl River School District, South Orangetown Central School District, Suffern Central School District, Town of Clarkstown, Town of Haverstraw, Town of Orangetown, Town of Ramapo, Village of Nyack, Village of Suffern, Village of Nyack Water Board Commissioners and Joint Regional Sewerage Board.

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

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$24.92 per hour for a 35-hour workweek 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 second-level title in the clerical line involving the processing of clerical tasks in accordance with established policies and procedures. This second-level title involves the responsibility for judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria. Typing may be a major portion of the work. The work is performed under the general supervision of a higher-level clerical employee or an administrator and work guidance (e.g. lead work) may be provided to lower-level clerical employees. 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: At the time of application submission, you must have: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

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 or higher may be deemed fully qualifying.

For positions within the Rockland County Sheriff's Department:

SPECIAL REQUIREMENT: Prior to an offer of appointment a candidate must complete a background check which is favorably adjudicated. The background check will include DCJS, CJIS and FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting.

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SENIOR CLERK-TYPIST (OC) #25118010 (CONTINUED)

TRANSCRIPTS:

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; 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>.

ANTICIPATED ELIGIBILITY – AGE AND EDUCATIONAL REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL 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. **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 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 office support staff, 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 workflow; 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.

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 ALLOWED FOR THIS EXAMINATION

TEST GUIDE: A Guide for the Written Test for **Senior Stenographer/Senior Typist** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 03/28/2025