

**CLERK-TYPIST (OC)**  
**RC/EL #25160010**

Examination to be held **July 12, 2025**; Last filing date **June 12, 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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

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 Community College, Rockland County Department of Social Services, Rockland County Department of Health, Rockland County Department of Probation, Rockland County Sheriff's Department, Rockland County Sewer District No. 1, Finkelstein Memorial Library, Nanuet Public Library, Pearl River Public Library, Sloatsburg Public Library, 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, Town of Stony Point, Village of Airmont, Village of Chestnut Ridge, Village of Haverstraw, Village of Hillburn, Village of Nyack, Village of Sloatsburg, Village of Spring Valley, Village of Suffern, Town of Ramapo Housing Authority, Village of Spring Valley Housing Authority, and Village of Nyack Water Board Commissioners.

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 \$21.72 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This work involves the responsibility for the performance of standard clerical tasks including the use of a computer and other office equipment. The work is considered routine in nature. Typing may be done independent of or as an integral part of the clerical processing. The work is performed under general supervision of a higher-level clerical employee or administrator. 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.

**NOTE:** Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

## **CLERK-TYPIST (OC) #25160010 (CONTINUED)**

**For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:**

### **SPECIAL REQUIREMENTS:**

1. Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include 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. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI.

NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.

### **For positions within the Rockland County Sheriff's Department:**

2. 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.

### **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 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**

**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.

**TEST GUIDE:** “A Guide to the Written Test for the Entry-Level Clerical 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 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](mailto:RCEXAMS@co.rockland.ny.us).

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 5/13/2025**