



**AMENDED**  
**SENIOR CLERK (PROM)**  
**NYS #70015570 RC/EL #25167010**

Examination to be held **October 18, 2025**; Last filing date **September 24, 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.

**PARTICIPATING AGENCIES:** Rockland Community College, Rockland County Department of Health, Clarkstown Central School District, East Ramapo Central School District, Town of Ramapo Housing Authority, Town of Clarkstown, Town of Haverstraw, and Town of Ramapo.

**For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.**

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.

**SALARY:** In accordance with the appropriate labor agreement.

**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. The work is performed under the general supervision of a higher-level clerical employee or 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:** You must be currently employed by Rockland Community College, Rockland County Department of Health, Clarkstown Central School District, East Ramapo Central School District, Town of Ramapo Housing Authority, Town of Clarkstown, Town of Haverstraw, or Town of Ramapo and have one (1) year of permanent competitive class status there as a Clerk, Clerk-Typist, Clerk-Stenographer or any of these titles with a parenthetical language designation within a period of three (3) years immediately preceding the date of the examination.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**SEE NEXT PAGE**

**SENIOR CLERK (PROM) #70015570 (CONTINUED)**

**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. Name and Number Checking – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
2. 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.
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.

**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>.

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

**Date Amended: 09/05/2025**

**Date Issued: 08/25/2025**