



**DATA ENTRY OPERATOR I (OC)**  
**RC/EL #26003010**

The performance examination will be conducted on one or more weekdays in **March 2026**.  
Specific dates will be announced at a later time and emailed to all qualifying candidates.  
Last filing date **February 10, 2026**

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 Probation Department, East Ramapo Central School District, Nyaack Public Schools, Suffern Central School District, Town of Clarkstown, Town of Orangetown, Town of Ramapo and Village of Spring Valley.

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 \$22.20 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 position involves general clerical duties, primarily focused on accurately inputting and verifying data using a computer and related software and applications. Most tasks include transferring information from physical or digital documents into computer databases, forms or records. The work is performed in accordance with prescribed procedures and under the general supervision of a higher-level administrator or clerical employee. 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 one (1) year of paid clerical work experience that included using a computer for data entry or information processing as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

**NOTES:**

1. Academic, technical or vocational training may be substituted for high school on a year-for-year basis.
2. Completion of nine (9) college credits in computer science, information technology/systems, data processing, management information systems, database systems or comparable curriculum may be deemed fully qualifying.

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

**SPECIAL REQUIREMENT:** 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.

**SEE NEXT PAGE**

**DATA ENTRY OPERATOR I (OC) #26003010 (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](mailto: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 EXAMINATION:** This exam will be a performance test administered on a conventional personal computer (PC). When you begin the testing program you will receive on-screen instructions on how to complete the exam.

The test has three parts, each of which includes a practice session and an actual test session. Each practice session lasts five minutes and each test session is ten minutes long. The candidate can stop the practice session before the five minutes, if s/he cares to. The entire test requires about 60 minutes to administer. Part One concerns data that is all numeric, such as telephone numbers. Part Two concerns data that is all alphabetic, such as names and titles. Part Three concerns alphanumeric data, such as street addresses. When the test ends, the program directs the candidate to alert the monitor. The monitor will dismiss the candidate and either score the test on the same computer or bring the candidate's results file to another computer that has the Performance Test Manager installed on it and score it there.

**NOTE:** No immediate retesting is permitted.

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

**Date Issued: 01/14/2026**