



**DATA ENTRY OPERATOR I (SPANISH-SPEAKING) (OC)**  
**RC/EL #26032010**

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:** East Ramapo Central School District.

**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 \$44,000.00 annually for a 35-hour workweek with the East Ramapo Central School District. Salary will be pro-rated for less than full-time positions.

**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. Some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. 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.
3. Incumbents are expected to possess a Level I – Limited Working Proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service). Positions identified at this level require the following Spanish language characteristics: Able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.

**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>.

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**DATA ENTRY OPERATOR I (SPANISH-SPEAKING) (OC) #2603210 (CONTINUED)**

**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.

**A. 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 she/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.

**B. ORAL PERFORMANCE TEST:** The qualifying Spanish Speaking Language Oral Proficiency Test is designed to evaluate the candidate's proficiency in the Spanish language at a Level I. Only a sufficient number of candidates needed to fill the present vacancies will be called to take part in this qualifying portion of the examination **to be held at a later date**. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying oral test. Candidates must pass both parts of this examination in order to be eligible for appointment. This Language Oral Proficiency Test is held on a pass-fail basis. The qualifying oral language proficiency test will be waived for candidates who have previously passed an oral test at the required proficiency level given under the direction of this department or in any local jurisdiction in New York State. **If you wish to waive the oral portion of the exam, a request in writing must be submitted within thirty days of the written test to our department indicating the title, number of the test and the jurisdiction for which it was held.** Those who receive written notification of failing the oral test may make a request in writing within thirty days for a retest. The Rockland County Department of Personnel reserves the right to offer one more retest to all those candidates who failed or failed to appear for the first oral language proficiency test. Retests will not be scheduled until all passing candidates have been given an opportunity for testing.

A candidate must qualify on both portions of the examination in order to be eligible for appointment from the resulting eligible list.

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

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

**Date Issued: 01/21/2026**