

**SECRETARIAL TYPIST (SPANISH-SPEAKING) (PROM)**

**RC/EL #26058010**

Examination to be held **June 6, 2026**; Last filing date **May 18, 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.

**PARTICIPATING AGENCY:** Suffern Central School District.

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

An open-competitive and promotional examination will be held on the same day. Eligible candidates may apply for both by submitting a separate application for each. Vacancies will first be filled from the promotional list; once that list is exhausted, the open-competitive list will be used to fill vacancies for at least one year from the date the list is established.

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

**WHAT THE JOB IS LIKE:** This is a second-level title in the clerical line responsible for performing secretarial tasks and clerical processing work in accordance with established policies and procedures. The secretarial responsibilities require the ability to independently assess and manage non-routine situations and information, as well as prioritize tasks effectively to support an administrator\* in their decision-making process. The clerical duties encompass ordering, documentation and processing of office paperwork, which involves exercising judgment, organizing work schedules and assessing submitted data for adherence to established standards. While typing is required, it may not reflect the primary responsibilities of the job. This title is distinguished from that of a Secretarial Typist in that 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 under the general supervision of an administrator and work guidance (e.g., lead work) may be given to lower-level clerical employees. Does related work as required.

**When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.**

**MINIMUM QUALIFICATIONS:** You must be currently employed by **Suffern Central School District** and have one (1) year of permanent, competitive class status there as a Clerk, Clerk-Typist, Data Entry Operator I, Account Clerk or any of those titles with a language parenthetical within a period of three (3) years immediately preceding the examination date.

**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 the title required to apply for this examination.

**NOTES:**

1. Incumbents are expected to possess a level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g., technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding a standard newspaper, correspondence and official documents.

\*An administrator is someone who is responsible for the direction and control of an organization or organizational unit. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation.

**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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

**SECRETARIAL TYPIST (SPANISH-SPEAKING) (PROM) #26058010 (CONTINUED)**

**SUBJECT OF EXAMINATION:**

This examination will consist of two parts:

- A. A weighted multiple-choice written test; and
- B. A qualifying Spanish Language Oral Proficiency Test.

**A. WRITTEN TEST-**

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.

**B. ORAL PERFORMANCE TEST-**

The qualifying Spanish-Speaking Language Oral Proficiency Test evaluates candidates' proficiency in the Spanish language at a Level II and **will be held on a later date**. The written test is a ranking exam, and the oral proficiency test is a qualifying (pass/fail) exam. Only the number of candidates needed to fill current vacancies and who have passed the written test will be scheduled for the oral exam. As additional vacancies arise, other candidates who have passed the written test will be invited to take the oral exam. Candidates must pass both tests to be eligible for appointment. The oral test will be waived for candidates who have previously passed an oral proficiency test at the required level administered by this department.

**WAIVER:** If you have passed an oral proficiency test at the required level in any local agency in New York State, you may be entitled to have the oral portion of the test waived. To request a waiver, candidates must submit a written request within thirty (30) days of the written exam, including the exam title, exam number, and agency where the test was taken.

**RETEST:** Candidates who fail the oral test may request a retest in writing within 30 days of receiving notice of failure. The Rockland County Department of Personnel may offer one additional retest to candidates who fail the initial oral test. Retests will not be scheduled until all passing candidates have been tested.

**TYPING PERFORMANCE ASSESSMENT:** The Rockland County Department of Personnel has adopted an alternate method for evaluating typing skills. Candidates appointed from the eligible list must demonstrate satisfactory typing proficiency during their probationary period. Failure to do so may result in termination. Employees who are terminated for this reason may request reinstatement to the eligible list by submitting a letter to the Commissioner of Personnel. Additionally, Appointing Authorities may choose to administer a performance test before making an appointment.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** A Guide to 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](mailto:RCEXAMS@co.rockland.ny.us).

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