



SECRETARIAL TYPIST (PROM)

RC/EL #26078010

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 AGENCIES: Rockland BOCES, Clarkstown Central School District, North Rockland Central School District, Nyack Public Schools, South Orangetown Central School District and Suffern Central.

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

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. 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:

- 1. You must be currently employed by **Rockland BOCES** and have one (1) year of permanent, competitive class status there as a Clerk-Typist, Payroll Clerk, Receptionist, Receptionist-Typist, Senior Clerk-Typist or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**
- 2. You must be currently employed by **Clarkstown Central School District** and have one (1) year of permanent, competitive class status there as a Clerk, Clerk-Typist, School Health Clerk-Typist, Account Clerk or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**
- 3. You must be currently employed by **North Rockland Central School District** and have one (1) year of permanent, competitive class status there as a Clerk-Typist, Senior Purchasing Clerk, Payroll Clerk-Typist or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**
- 4. You must be currently employed by **Nyack Public School** and have one (1) year of permanent, competitive class status there as a Clerk, Clerk-Typist, Receptionist, Receptionist-Typist or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**
- 5. You must be currently employed by **South Orangetown Central School District** and have one (1) year of permanent, competitive class status there as a Clerk, Clerk-Typist, Senior Clerk-Typist or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**
- 6. 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, Account Clerk-Typist or any of those titles with a parenthetical language designation within a period of three (3) years immediately preceding the examination date; or**

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.

*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.

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SECRETARIAL TYPIST (PROM) #26078010 (CONTINUED)

SUBJECTS OF EXAMINATION:

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.

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 the **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.

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