

CLERK-TYPIST (SPANISH-SPEAKING) (PROM)
RC/EL #26056010

Examination to be held **June 27, 2026**; Last filing date **June 5, 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: East Ramapo Central School District, North Rockland Central School District, South Orangetown Central School District, and 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 work involves the responsibility for the performance of standard clerical tasks including the use of a computer and other office equipment. The work is considered routine in nature. Typing may be done independent of or as an integral part of the clerical processing. The title is distinguished from that of a Clerk-Typist in that certain duties performed require the incumbent to speak and read Spanish at the fluency level indicated in the Notes section below. The work is performed under general supervision of a higher-level clerical employee or administrator. 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 **East Ramapo Central School District, North Rockland Central School District, South Orangetown Central School District, and Suffern Central School District** and have two (2) years of permanent, non-competitive class status there as a Teacher's Aide 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.

NOTE:

Incumbents are expected to possess Level I 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 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.

CLERK-TYPIST (SPANISH-SPEAKING) (PROM) #26056010 (CONTINUED)

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.

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 your ability to spell words that are used in written business communications.
- 2. Record Keeping – These questions evaluate your ability to perform common 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.
- 3. Clerical Operations with Letters and Numbers – These questions test your skills and abilities in clerical operations involving, 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.

B. ORAL PERFORMANCE TEST-

The qualifying Spanish-Speaking Language Oral Proficiency Test evaluates candidates’ proficiency in the Spanish language at a Level I 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 RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: A Guide to the Written Test for the **Entry-Level Clerical Series** 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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