

SENIOR TYPIST (SPANISH-SPEAKING) (PROM)
RC/EL #17028

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **May 20, 2017**; Last filing date **April 12, 2017**

VACANCY: Anticipated in **Rockland Community College**.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

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 clerical processing work which consists of ordering, recording and processing all or part of the paperwork flow of an office. The work of this second level title in the clerical line involves judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria and attendant appropriate action. In addition, the incumbent will be required to interact with Spanish Speaking individuals, may translate written material into Spanish and may type in Spanish. Typing may be incidental or a major portion of the work. Incumbents may be expected to use keyboards, and other office machines as a function of their work. The work differs from that of a Senior 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 II. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher-level clerical employee. Work guidance (e.g. lead work) may be given to first level clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS: You must be currently employed by **Rockland Community College** and have, immediately preceding the examination date, one year of permanent competitive class status there in any lower-level clerical title. In addition, your experience must include: Graduation from high school or possession of an equivalency diploma and two years of office clerical or business experience.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree or higher may be deemed fully qualifying.
3. 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 standard newspaper, correspondence and official documents.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than July 20, 2017.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SEE NEXT PAGE

SENIOR TYPIST (SPANISH-SPEAKING) (PROM) #17028 (CONTINUED)

SUBJECTS OF EXAMINATION: This examination will consist of two parts:

1. A weighted multiple-choice written test; and
 2. 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 the 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 stenographers, 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 work flow; 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.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, “Spell-checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, “Computers”, and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: “A Guide to the Written Test for the Senior Stenographer/Senior Typist Series” is available at the New York State Department of Civil Service Website: www.cs.ny.gov/testing/localtestguides.cfm or the Rockland County Website: www.rocklandgov.com. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956 (845) 638-5200/5205 to obtain a copy.

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 II. 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 within the past five years. **If you wish a waiver of the oral portion, submit a request 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 for his/her name to be placed on the resulting eligible list.

C. -TYPING PERFORMANCE TEST-

The Rockland County Department of Personnel has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination **WILL BE REQUIRED** to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request, by letter to the Commissioner of Personnel, that their name be reinstated to the eligible list. Please be aware that the Appointing Authorities may, at their discretion, administer a performance test prior to selecting a candidate for appointment.

SPECIAL NOTE: If you are interested in taking other tests being held on the same day, you must submit a SEPARATE application for each test. A \$15 non-refundable application filing fee is required for each separately numbered examination for which you apply.