DATA ENTRY OPERATOR II (OC)
NYS #69-884 RC/EL #17097

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 **October 28, 2017**; Last filing date **September 6, 2017**

VACANCIES: One each in the Village of Suffern, the Village of Spring Valley, the Town of Clarkstown and Rockland Community College. The Village of Spring Valley, the Town of Clarkstown and Rockland Community College may not be filling the vacancies at this time.

POSITIONS EXIST IN: The County of Rockland, the Town of Clarkstown, the Village of Suffern and the Village of Spring Valley.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is $20.56/hr. for a 35-hour-work-week with the County of Rockland. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is primarily clerical work which involves providing guidance and participating in the transcription of data from written, typed or printed documents into computer or into on-line central computer system. Work will be produced in conformance with productivity guidelines and quality controls. The work is distinguished from Data Entry Operator I in the responsibility for resolution of problems, handling of the most difficult entries and responsibility for accuracy and completeness of generated reports. In County departments, the utilization of data entry equipment encompasses at least 70% of the work time. Positions utilizing data entry equipment less than 70% of the work time are not properly classified in the Data Entry Operator series. Instead they are classified in another appropriate series based upon the general nature of the duties performed; e.g., Clerk, Stenographer, Typist, etc. The work is performed under the general supervision of the unit supervisor, administrator or higher-level clerical employee. Work guidance (e.g. lead work*) may be provided to a small number of Data Entry Operators I or clerical employees. Does related work as required.

*Lead work is defined as regular responsibility primarily for providing guidance to other employees. This might involve helping them resolve work-related problems or understand the more complex aspects of their assignments, assigning work, or providing as-needed training. Normally, lead workers perform the same or similar work as those for whom they provide guidance. Generally, entry-level employees in a career series are <u>not</u> lead workers and there are not several lead workers within a small unit (10 or fewer employees).

MINIMUM QUALIFICATIONS: By examination date, you must have:
1. Two years of work experience in the operation of data entry machines; <u>or</u>
2. Three years of clerical work experience which involved typing as a regular aspect of the job <u>and</u> completion of an approved course in the operation of data entry machines.
(Please submit a copy of the approved course in data entry machines with your application.)

SUBJECT OF WRITTEN EXAMINATION:
1. <u>Coding/decoding information</u> – These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
2. <u>Name and number checking</u> – These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
3. <u>Office record keeping</u> – These questions test 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. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
4. <u>Understanding and interpreting written material</u> – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm.

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