

**SENIOR RECORDS CLERK (OC)**  
**NYS #69-288 RC/EL #17103**

**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**

**VACANCY**: One in the Rockland County Department of Personnel

**POSITIONS EXIST IN**: The Rockland County Department of Personnel, the Rockland County Department of Social Services and the Rockland County Department of Records.

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

**SALARY**: The salary is \$21.45/hr. for a 35-hour-work-week with the County of Rockland.

**WHAT THE JOB IS LIKE**: This is exacting clerical work of a moderately difficult nature which involves a responsibility for receiving, recording, coding, filing and retrieving a variety of public records, documents and legal papers. The work is performed under the supervision of a higher-level clerical employee or an administrator. Work direction may be exercised over a small number of clerical employees. Does related work as required.

**MINIMUM QUALIFICATIONS**: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and three years of office clerical experience, one year which must have included coding for filing in a diversified filing system.

**NOTE**: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for up to two years of the required general experience on a one-for-one basis.

**SPECIAL REQUIREMENT**: Employees hired on or after July 9, 1993 by the Department of Records will be required to obtain a certificate as a notary public during their probationary term.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than December 28, 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](http://www.rocklandgov.com). You must pay the required evaluation fee.

**SUBJECT OF WRITTEN EXAMINATION**:

1. **Coding/decoding information** – 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. **Name and number checking** – 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. **Office record keeping** – 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. **Operations with letters and numbers** – These questions test for skills and abilities in operations involving alphabetizing, 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.

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](http://www.cs.ny.gov/testing/localtestguides.cfm).