

**SCHOOL HEALTH CLERK-TYPIST/SCHOOL HEALTH CLERK-TYPIST-TRAINEE (OC)**  
**RC/EL #18076**

**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 5, 2018**; Last filing date **March 30, 2018**

**VACANCIES:** One full time vacancy in the East Ramapo Central School District and one part time vacancy in the South Orangetown Central School District. The East Ramapo Central School District and the South Orangetown Central School District may not be filling the vacancies at this time.

A single list will be established as a result of this examination. (School Health Clerk-Typist will have their names certified for appointment before those eligible for School Health Clerk-Typist-Trainee.) Candidates who are successful and possess the minimum qualifications for School Health Clerk-Typist will then be certified for appointment as a School Health Clerk-Typist. Those eligible for School Health Clerk-Typist-Trainee will be certified at the trainee level. Persons appointed at the trainee level will be advanced to School Health Clerk-Typist without further examination upon satisfactory completion of a minimum of twelve weeks to a maximum of one-year training program. Candidates originally placed on the eligible list as a School Health Clerk-Typist-Trainee who acquire the training or experience necessary to meet the minimum qualifications for School Health Clerk-Typist during the life of the list and who submit a new application may then be certified as a School Health Clerk-Typist.

**POSITIONS EXIST IN:** The Clarkstown Central School District, the East Ramapo Central School District, the Pearl River School District and the South Orangetown Central School District.

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

**SALARY:** The starting salary range is \$22,745.00 to \$45,966.00 annually for a 35-hour-work-week with the East Ramapo Central School District. Salary may be commensurate with candidates training and experience. Salary may be pro-rated for less than full time positions. Salary may vary in other locations. Trainees will receive a lesser rate of pay.

**WHAT THE JOB IS LIKE:**

**SCHOOL HEALTH CLERK-TYPIST:** This is clerical work of a routine nature which involves non-professional work assisting nurses in providing health services to school students. Incumbents record, process and type health information in several formats and maintain files of such materials. Additionally, they will assist and monitor students seeking health service and assist physicians and nurses in routine health related screenings. Related work may be performed as required. The position differs from that of a Registered Professional Nurse (School) or School Nurse-Teacher since there is no responsibility for classroom instruction, application of professional nursing skills, or guidance of students or parents. The position is closely related to a School Health Aide but is distinguished by a significant involvement with clerical processes. The duties are carried out under the supervision of School Nurse-Teachers or Registered Professional Nurses (School). Supervision of others is not a function of the position. Does related work as required.

**SCHOOL HEALTH CLERK-TYPIST-TRAINEE:** This is on-the-job training to acquire the necessary experience-knowledge to qualify at the level of competence required of appointees to the primary job. Generally, the minimum educational qualifications must have been met at the time of appointment. The work and study are performed under close supervision, direction and instruction of a specialist in the job field. Appointments to a trainee position will be to fulfill the experience and/or education requirements called for and will not exceed two years. Appointees who satisfactorily complete their training program and probationary period, and who otherwise qualify, will be approved in the primary title without further examination. Does related work as required.

**MINIMUM QUALIFICATIONS:**

**School Health Clerk-Typist:** By examination date, you must have: Graduation from high school or possession of an equivalency diploma (academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis), and completion of an approved basic first aid course\* and

1. One year of experience assisting in office work and patient contact services in a health facility, clinic, physician's office or similar setting; or
2. Completion of any generally recognized curriculum, of a minimum one year certificate program, oriented to medical health care such as: Licensed Practical Nurse, Emergency Medical Technician, Medical Office Assistant, Medical Records Technician; or
3. An Associate's degree or higher in medical healthcare or comparable curriculum.

\*Completion of an approved basic first aid course is not a mandatory requirement for original appointment. However, if not done prior to appointment, such course must be completed during the probationary period.

**School Health Clerk-Typist-Trainee:** By examination date, you must have: Graduation from high school or possession of a high school equivalency diploma (academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis).

**SCHOOL HEALTH CLERK-TYPIST/SCHOOL HEALTH CLERK-TYPIST-TRAINEE (OC) #18076**  
**(CONTINUED)**

**SUBJECTS OF EXAMINATION:**

**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.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

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 Entry-Level Clerical/Steno/Typist Series” is available at the New York State Department of Civil Service website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) or the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

**B. -PERFORMANCE TYPING 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 \$15.00 non-refundable application filing fee is required for each separately numbered examination for which you apply.

**Date Issued: 2/14/18**