

SPECIAL PROJECTS ASSISTANT (OC)
NYS #63-855 RC/EL #18093

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 12, 2018**; Last filing date **March 21, 2018**

VACANCIES: One each in the Rockland County Department of Social Services and the Rockland County Department of Public Transportation.

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.

POSITIONS EXIST IN: The Rockland County Department of Social Services and the Rockland County Department of Public Transportation.

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

SALARY: The starting salary is \$32.27/hr. for a 35-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is primarily coordinating work of a moderately complex nature which may involve professional, technical, minor administrative responsibilities and some secretarial duties, depending on location. This work is distinguished by the responsibility to integrate and facilitate phases of a variety of special projects or programs, depending upon the location of the position. The work is performed under the general supervision of a professional, administrative, or managerial employee. Work direction may be provided to secretarial and clerical or paraprofessional employees. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Possession of a Bachelor's degree and three years of experience which substantially involved either coordinating phases of projects or programs or non-routine office clerical duties at least one year of which must have involved minor administrative responsibilities*.

NOTE: Additional qualifying experience may be substituted for schooling on a year-for-year basis.

*Minor administrative duties shall be defined as managing an office, participation in budget preparation, planning day-to-day procedures for a specific work activity, developing goals or objectives for a small-scale project, under the supervision of an administrator, etc.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than July 12, 2018.) 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.

SUBJECT OF WRITTEN EXAMINATION:

1. **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.
2. **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.**
3. **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.
4. **Understanding and interpreting written material** -- 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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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 on line at: www.cs.ny.gov/testing/localtestguides.cfm.

Date Issued: 2/28/18