

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

EXAMINATION FOR

**NO. 5-11 SENIOR TYPIST
CITY SCHOOL DISTRICT**

An **OPEN COMPETITIVE** examination for the position of **SENIOR TYPIST, CITY SCHOOL DISTRICT**, will be held on Saturday morning, **May 12, 2018 at 9:00 A.M.** The location will be announced prior to the examination.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur.

MINIMUM SALARY: 12 month at \$20,974.00 per year
10 month at \$17,653.00 per year

Posted: February 28, 2018

A fee of **\$10.00** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) -on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who are unemployed head of household. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 4th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at www.binghamton-ny.gov** and must be filed at said office on or before **Thursday, March 29, 2018 at 5 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.

BINGHAMTON CITY SCHOOL DISTRICT: THERE IS NO RESIDENCY REQUIREMENT

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing and one year of clerical experience involving the operation of a typewriter; or
- (b) Two years of clerical experience which shall have involved typing; or
- (c) An equivalent combination of training and experience within the limits of (a) and (b).

DUTIES: This is moderately difficult clerical work involving responsibility for the performance of a variety of clerical tasks involving the full-time or substantial part-time operation of a typewriter. The work may require a general understanding of specific law and organizational rules, procedures and policies. The work is performed under general supervision in accordance with established routines. Supervision may be exercised over the work of subordinate clerical employees. This class differs from that of Typist by the greater complexity of tasks or the supervisory responsibilities. Does related work as required.

PERFORMANCE TEST: Only candidates who receive a passing score on the Qualifying Performance test in typing will be admitted to the written test.

The typing test will consist of a test of accuracy and speed of typing at a minimum acceptable rate of **35 words per minute**. The test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. The typing performance test will be waived for candidates who have already passed a typing performance test administered by a New York State Municipal Service Agency (ie: Broome County, City of Binghamton, etc.) at a rate of at least 40 words per minute within the last three years. Waivers for typing performance tests must be submitted with your examination application. If your waiver is not acceptable, you will be notified by mail.

RETEST POLICY: Should you fail the first typing test, a second test will be offered to you immediately. If you fail both typing tests you will not be administered the written test and your name will not appear on the eligible list for this position.

SUBJECT OF EXAMINATION:

Written Test will cover knowledge, skills and/or abilities in such areas as:

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.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm A copy of the Guide to

Taking the Written Test for this particular test is available upon request at time of application in the Civil Service Office, 38 Hawley Street, City Hall, 4th Floor, Binghamton, New York 13901.

Use of calculators is PERMITTED for this exam. You are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards such as “Computers”, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries” and any similar devices are prohibited. You **may not** bring books or other reference materials to the examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office. Veteran’s credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

MILITARY PERSONNEL: Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Children of Firefighters and Police Officers killed in the line of duty: “In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 4th floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.

Andrea Rutherford
Assistant Director of Personnel & Safety