

OTSEGO COUNTY CIVIL SERVICE
DECENTRALIZED TESTING POLICIES

TYPING PERFORMANCE TEST: The performance test will be a qualifying (pass/fail) test and will be administered the same day as the written test. You must pass both the written and performance tests to be considered for appointment. The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on a computer. The computer program requires no prior knowledge of software.

The test is five minutes long and is preceded by a three-minute practice session. The test passage is on the computer. Candidates enter “type” as much of the passage as they can during the time available. In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is seven (7). (NOTE: A word is defined as five (5) characters. The rating formula divides the total number of characters entered by five (5) to determine the number of words entered.)

RETEST POLICY: Candidates may re-apply to retake the written test no sooner than three (3) months after the date of their last written test. However, candidates may only take the written test twice in any twelve (12) month period.

Candidates who fail to qualify on the performance portion of this exam are allowed to retest immediately following the first test. Additional retesting is allowed, but there must be a period of at least two (2) weeks between each subsequent retest session. Candidates may take a qualifying typing performance test not more than four (4) times per year for any one or combination of examinations requiring the performance test.

The filing fee will be required for each re-test of the **WRITTEN PORTION ONLY**. There is no filing fee required if you are only retaking the performance portion of the exam.

WAIVER POLICY – PERFORMANCE TEST ONLY: If a candidate has already passed a 35 word per minute or higher typing test administered by the Otsego County Personnel/Civil Service Office, another municipal Civil Service agency, the New York State Department of Civil Service or the New York State Department of Labor Job Service within the last four (4) years of the date of the written test, the typing performance test may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the name and address of the agency that administered the typing test, the test date and passing speed.