

**OTSEGO COUNTY Accepts Applications Continuously  
And offers Examinations Periodically for  
KEYBOARD SPECIALIST**

**SALARY:** Varies Depending upon the jurisdiction

**EXAMINATION DATE:** Candidates will be notified of the date of their examination, in writing, at least two (2) weeks prior to the scheduled examination date.

**VACANCIES:** The eligible list resulting from this examination will be used to fill vacancies as they occur in County departments and all the Towns, Villages, School Districts and the Otsego Catskill Northern BOCES under the jurisdiction of the Otsego County Personnel/Civil Service Office.

**RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**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.

**FILING FEE:** A fee of \$7.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Make money order payable to County of Otsego and write the examination number(s) and your Social Security Number on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds 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. No determination of eligibility will be made prior to filing of applications.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Personnel/Civil Service Office or on our website at [www.otsegocounty.com](http://www.otsegocounty.com)

**RESIDENCY REQUIREMENT/PREFERENCE:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled

date of the written examination. Applicants must have been legal residents of a school district within the ONC BOCES for at least one month immediately preceding the date of application.

**VETERAN'S CREDIT:** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** 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. 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 this office 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.

**DUTIES:** The work involves responsibility for the performance of standardized clerical tasks and the operation of an alphanumeric keyboard and/or typewriter to produce printed copy. Copies of respective job descriptions are available upon request.

**MINIMUM QUALIFICATIONS:** (a) Graduation from high school or possession of a high school equivalency diploma; or (b) Four years experience typing and maintaining financial accounts and records.

**SUBJECT OF EXAMINATION:** **The use of calculators is RECOMMENDED for this examination.**

There will be a written test and a qualifying typing/keyboarding test at 35 words per minute. You must pass BOTH the written and performance test to be considered eligible for appointment. Only your score on the written test will be considered when computing your final score. The written test will be administered on a personal computer (PC). Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated program. Candidates will be given a sample test on which to practice before the actual test begins. The written test will cover knowledge, skills and/or abilities in areas such as

1. SPELLING - These questions are designed to test the candidate's ability to spell words that office employees might encounter in their daily work.
2. ALPHABETIZING - These questions are designed to test a candidate's ability to file material accurately in alphabetical order.
3. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS - These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letters and numbers following specific directions for each question, and fractions.
4. RECORD KEEPING - These questions are designed to test a candidate's 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 collection 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.

**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 computers. 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 shown on the computer screen. Candidates enter ("key" or "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 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 7. (NOTE: a word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.) If you wish to use a mechanical copyholder, you may bring one as long as it does not contain any kind of magnet. Copyholders with any type of magnetic or magnetic device are prohibited.

**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. **The filing fee will be required for each re-test of the written portion. However, candidates may only take the written test twice in any twelve (12) month period.** Candidates who fail the performance test will be permitted ONE (1) retest only which will be given on the same day as the original performance test.

**WAIVER POLICY: (Performance Test Only):** If a candidate has already passed a 35 word per minute or higher typing/keyboarding test administered by the Otsego County Personnel/Civil Service Office, another municipal Civil Service Agency, the New York State Department of Labor Job Service or the New York State Department of Civil Service within four (4) years of the date of the written test, the typing/keyboarding 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/keyboarding test, the test date and the passing speed.

**PREPARATION/RATING OF EXAMINATION:** This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CONTINUOUS RECRUITMENT ELIGIBLE LISTS:** Successful candidates will have their names placed on the eligible list in the order of their final score, regardless of the date on which they take the test. A candidate's eligibility begins on the date their name is added to the eligible list and remains in effect for one year. The Otsego County Personnel/Civil Service Office reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

**ADMISSION NOTICES:** Tests will be held periodically, on a non-regular basis. Candidates will receive admission letters indicating the date, time, and location their exam is scheduled. It is the responsibility of the candidate to notify the Personnel/Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**CROSS-FILING:** If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

**Rating:** This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the rating preparation and rating of examinations will apply to this examination.

**Applications and announcements** may be obtained by writing or calling the Personnel Office, County Office Building, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at [www.otsegocounty.com](http://www.otsegocounty.com). **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Office is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of our experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements. Applications for examination can be obtained from the Otsego County Personnel Office, 183 Main Street, Cooperstown, New York or downloaded from the County's website at [www.otsegocounty.com](http://www.otsegocounty.com)

**ALTERNATE TEST DATE POLICY:** Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 5:00 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at [www.otsegocounty.com](http://www.otsegocounty.com), or by calling the Personnel/Human Resources Office at 607-547-4239. **IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY**

**OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**