



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Office Assistant
Number: 60012D
Salary: \$29,737- Dutchess County (2009 Salary)
\$31,471- Dutchess County Sheriff's Office (2010 Salary)
If used in other agencies salary varies.

Date of Examination: 03/03/2012
Applications Accepted Until: 01/25/2012
Applications postmarked 01/25/2012 will be accepted.
Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

\$15.00 fee and examination application is required for each separately numbered examination: Either a check or money order payable to "Commissioner of Finance" with the examination number and examination title on the check or money order. Separate checks or money orders must be submitted with each application. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

NOTE: When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations or the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

NOTE: A Promotion examination is being given in conjunction with this Open Competitive examination. The Promotion eligible list will be certified **FIRST**.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before March 3, 2012:
Graduation from high school or possession of a high school equivalency diploma. AND:

- (A) Completion of one year (30 credits) of college or business school or secretarial school;
- (B) One year of full-time general office experience;
- (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.

In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

DUTIES: This position provides secretarial support to a unit or department. While actual duties vary according to unit needs, the incumbent primarily performs skilled keyboarding in producing a variety of correspondence, reports, manuals, brochures and case records.

EXAMPLES OF WORK (Illustrative Only): Performs skilled keyboarding to produce correspondence, reports, tables and charts, case histories and to maintain large data bases; performs reception work, including providing routine information concerning unit procedures and services, collecting fees, scheduling appointments, referring callers to appropriate staff and taking detailed messages; gathers, extracts and copies information for use by technical and professional staff; opens new records to program by entering information into system, sending out necessary forms and documents and creating files and labels; files materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction; maintains records of time and benefit usage, employee certification and training; opens, time stamps, sorts and distributes mail; takes longhand minutes, prepares summary notes and submits to chairperson or administrator for approval before distribution; reviews records and documents for completeness, compliance with departmental standards and for accuracy; performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Spelling - These questions test for the ability to spell words that are used in written business communications.

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 knowledge of the correct placement of punctuation marks in sentences.

Keyboarding Practices - These questions test for 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 then be asked questions about how to correct the errors in the passage.

Office Practices - These questions test for 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.

A Guide to the Written Test for the Senior Stenographer/Senior Typist Series" is available on the New York State Department of Civil Service website at www.es.ny.gov/testing/localtestguides.cfm, or can be obtained from the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY.

The use of calculators is Allowed for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

NGERPRINTING: A State and/or national fingerprint supported background investigation is required before an appointment is made to some positions. The Division of Criminal Justice Services requires that each request for such search be accompanied by a fee. (A money order in the amount of \$99 would be required.)

WEATHER

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WFOK/WPDH	WKIP/Q92	WCZX	WGNV	WRWD/WBWZ
1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
01.5FM	92.1FM	104.7FM	103.1FM	

ALTERNATE TEST DATES may be arranged upon review of circumstances according to the Alternate Test Date Policy established by this department.

NOTE: HANDICAPPED PERSONS, ACTIVE MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application form. You may need to provide documentation in order to be granted special arrangements.

RELIGIOUS ACCOMMODATION – 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, check the box under “Religious Accommodation”. We will make arrangements for you to take the test on a different day (usually during the following week).

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, 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 or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

All the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: 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 as 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.

APPLICATIONS: May be obtained by sending a legal-sized, self-addressed, stamped envelope to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601, or by visiting the Department of Human Resources 5th Floor, Dutchess County Office Building between the hours of 9 a.m. and 5 p.m., Monday through Friday.

HOW TO TAKE A WRITTEN TEST and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.state.ny.us>), by first clicking on Publications, then on the booklet title.