



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

Title: Typist (Spanish Speaking)

Number: 2012-00000007

Salary: Varies with agency

Date of Examination: **CONTINUOUS RECRUITMENT**

Applications accepted until 4:30pm Monday through Friday

**Administration of an exam does not imply a vacancy exists.**

**A \$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.**

**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.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

1. Candidates must indicate keyboarding ability, i.e., courses in keyboarding or keyboarding work experience on their applications.

**NOTE:** A performance test in keyboarding will be required.

2. Candidates must have the ability to speak, understand, read, and write vernacular Spanish.

**DUTIES:** This position provides secretarial and clerical support to a unit or department.

**EXAMPLES OF WORK (Illustrative Only):** Performs skilled keyboarding to produce correspondence, reports, tables, charts, and to maintain large databases; gathers, extracts and copies information for use by technical and professional staff; takes longhand minutes, prepares summary notes and submits to supervisor for approval before distribution; receives calls and callers and gives out routine information; files correspondence, memoranda, reports, and other materials in record system in accordance with departmental guidelines; pulls records for use by staff or disposition to storage or destruction; may enter data into terminal from forms and printed copy; translates written correspondence and conversations from English to Spanish and from Spanish to English; may provide bilingual services in connection with departmental business in court or at other off-site locations as needed.

**NOTE:** This is a multi-part examination. Candidates will be notified approximately one week prior to test administration of date, time and location of the written and/or performance exam.

**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. **Alphabetizing** - These questions test for the ability to file material in alphabetical order.

3. **Record Keeping** - These questions test for the 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 organizing or collating data from several sources; scheduling; maintaining a record system using running balances; or completing a table summarizing data using totals, subtotals, averages and percents.

4. **Clerical Operations With Letters And Numbers** - These questions test for skills and abilities in clerical operations with letters and numbers. You will be given questions which involve a variety of operations with letters and numbers. You must determine the specific answer to each question. The operations may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**NOTE:** A "Guide To Taking The Written Test For Entry-Level Clerical/Steno/Typist Series" is available at the Dutchess County Department of Human Resources, 22 Market Street, 5<sup>th</sup> floor, Poughkeepsie, NY 12601. Candidates should pick up a copy of the guide. The guide may also be obtained from the New York State Department of Civil Service's website <http://www.cs.ny.gov/testing/localtestguides.cfm>.

**THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**PERFORMANCE TEST:** Candidates who receive a passing score on the written test must qualify on a typing performance test, which will be given at a later date. (NOTE: The typing performance test will be held on a weekday, during business hours.) The typing test will be administered on a personal computer with a standard keyboard. It will consist of a test in accuracy and typing speed at a minimum rate of 35 words per minute. The on-screen instructions at the beginning of the performance test will tell the candidates everything they need to know in order to take the test.

*Candidates competing in this examination may be required to pass a language oral proficiency test which would be held at a later date. Candidates must pass all parts of this examination in order to be eligible for appointment to a position from the eligible list established as a result of this examination. The language oral proficiency test is held on a pass-fail basis.*

This examination will be held on a quarterly basis. Candidates will be notified of the date, time and place to appear for the exam. The names of those who pass the written and performance test(s) will be interfiled on an eligible list in order of score and will remain on the list for one year.

**RETEST POLICY:** Candidates who do not qualify on the written exam must re-apply in order to be retested. (Indicate your original test date and your last retest date on your application.) Eligibility for the written exam retest will be either a minimum of sixty (60) days or until a new test form becomes available. Candidates who fail the typing performance test will be allowed to take one retest immediately. Candidates who fail in their 2<sup>nd</sup> attempt to pass the typing performance test may request retesting after a minimum waiting period of thirty (30) days. A retest will then be offered at a date to be determined by the Dutchess County Department of Human Resources. For those who pass the written portion of the examination, but fail to qualify in the typing performance test, passing written scores will be kept on file for one (1) year. During this time period retesting will be necessary for only the performance test, and additional exam processing fees will not be required.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

## FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT [www.co.dutchess.ny.us](http://www.co.dutchess.ny.us) or [www.dutchessny.gov](http://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.

**FINGERPRINTING:** 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:

WEOKWPDH	WKPI/Q92	WBNRWSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	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 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.

Call 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 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.

**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.