

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
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Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>
AN EQUAL OPPORTUNITY EMPLOYER

#50101 ENTRY LEVEL CLERICAL SERIES

NO FILING FEE FOR THIS EXAMINATION

CONTINUOUS RECRUITMENT

OPEN-COMPETITIVE EXAMINATION

PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY

NOTE: Ulster County will be offering this series only **ONCE** this year, to be held on June 8, 2024. We will continue to accept applications after the May 8, 2024 last file date; those applicants will be scheduled in 2025. Announcements will be issued at the end of January of 2025 indicating the examination date(s) for that year.

EXAMINATION DATE: June 8, 2024

APPLICATIONS MUST BE SUBMITTED THROUGH THE ULSTER COUNTY EMPLOYMENT/EXAMINATION PORTAL BY **11:59 PM ON MAY 8, 2024** FOR THE JUNE 8, 2024 TEST DATE.

ENTRY LEVEL CLERICAL SERIES INCLUDES THE FOLLOWING TITLES:

ASSESSORS AIDE	* DATABASE CLERK/TYPIST
CLERK	* RECEPTIONIST (WITH TYPING)
LIBRARY CLERK	* TRANSCRIBING TYPIST
RECEPTIONIST	* TYPIST
RECORDS CLERK	* TYPIST (SPANISH SPEAKING)

AND any other titles determined to be appropriate by the Ulster County Personnel Director.

SPECIAL NOTE – FOR TITLES MARKED WITH (*) - Employees appointed to these titles from the resulting eligible lists for these examinations must demonstrate the ability to type at an acceptable rate of speed to be evaluated by the appointing authority during their civil service probationary period.

SALARY: Starting salaries for positions in this series range from \$18.53 per hour to \$20.18 per hour for Ulster County Departments. Starting salaries in Ulster County Towns, Villages, School Districts and Special Districts will vary by location.

TYPICAL WORK ACTIVITIES: Incumbents in these positions perform entry level clerical duties such as answering the telephone and taking messages, opening and sorting mail, filing, recording and verifying dates, preparing routine reports, operating office machines, typing and taking dictation where required, as-well-as other related activities specific to the position.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

FOR ALL TITLES: Successful completion of the eighth grade in school; or its equivalent.

FOR TYPIST (SPANISH SPEAKING): Incumbents in this position must have a working oral language proficiency in the Spanish Language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

SPECIAL NOTE – FOR TITLES MARKED WITH (*) (on page 1) - Employees appointed to these titles from the resulting eligible lists for these examinations must demonstrate the ability to type at an acceptable rate of speed to be evaluated by the appointing authority during their civil service probationary period.

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

Alphabetizing: These questions are designed to test a candidate's ability to file material accurately in alphabetic order.

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 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.

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. Knowledge of the alphabet and the ability to count are required.

Spelling: These questions are designed to test the candidate's ability to spell words that office employees might encounter in their daily work.

STUDY GUIDE-ENTRY LEVEL CLERICAL SERIES:

A Guide to Taking the Examination for this Series is available on the New York State Department of Civil Service Web Site at <https://www.cs.ny.gov/testing/testguides.cfm> OR at the Ulster County Office Building, Personnel Department, 244 Fair Street-5th Floor, Kingston, NY, OR Call (845) 340-3550 for information on how to obtain a copy.

CALCULATORS: "Unless specifically prohibited, candidates are permitted to use non-programmable, quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

USE OF CALCULATORS IS RECOMMENDED.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form **prior** to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be **used** for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

ADDITIONAL CREDITS FOR 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 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 **MUST** be filled out electronically within the Ulster County Employment/Examination Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, disabled candidate, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation and be made at time of filing.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

#50101

ORIGINAL COPY: GREEN

ISSUED: February 2, 2024

Ulster County Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>