

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
244 Fair Street, PO Box 1800, Kingston, NY 12402-1800
Telephone: (845)340-3550 Fax: (845)340-3592
Email: ucpers@co.ulster.ny.us
Internet website: <http://www.co.ulster.ny.us/personnel/index.html>
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

ALL ULSTER COUNTY DEPARTMENTS AND ULSTER COUNTY COMMUNITY COLLEGE
(EXCLUDING TOWNS, VILLAGES, SCHOOL DISTRICTS AND SPECIAL DISTRICTS)

#79068 ADMINISTRATIVE ASSISTANT/TYPIST

INTERDEPARTMENTAL PROMOTION EXAMINATION

LAST DATE FOR FILING APPLICATIONS: April 4, 2024

EXAMINATION DATE: May 4, 2024

SALARY: The starting salary is currently listed at \$28.43 per hour.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: At the time of examination, candidates must be employed by Ulster County or by the Ulster County Community College with at least twelve (12) months permanent, competitive class status in any lower-level clerical position; **AND, IN ADDITION, ALL CANDIDATES MUST MEET THE FOLLOWING REQUIREMENT(S):**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher-level degree in Business Administration, Secretarial Science or a related field, and one (1) year of full-time paid, or its part-time equivalent, work experience in a supervisory secretarial position which involved responsibility for administrative details; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Secretarial Science or a related field, and three (3) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

SPECIAL NOTE: Employees appointed to this title from the resulting eligible list for this examination 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.

Any person otherwise meeting the requirement(s) for the examination who was laid-off from an agency for which the examination is being held, and whose name is presently on a preferred list, is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

Where College is a requirement, you will be expected to submit college transcripts no later than MAY 20, 2024 or you will be unconditionally disqualified. If college transcripts are already on file with our office, indicate this on your application. Once submitted, college transcripts will be held on file in our office for a period of TEN YEARS. Transcripts need not be official copies; However, they must contain ALL information necessary to qualify you for this position.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. Please visit www.naces.org to view and access acceptable companies providing this service; you must pay the required evaluation fee. Please note the verification company must be a NACES member.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of a department or major unit, or in applying policy. In order to free the time of the department head or administrator, the incumbent will facilitate administrative determinations which have been reviewed and approved. A significant portion of the work involves typing. This position is distinguished from Administrative Aide/Typist by virtue of the higher level of responsibility and complexity of the work performed. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision is exercised over subordinate employees assigned to the department or unit. Does related work as required.

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

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

Office management

These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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Working with office records

These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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 FOR THIS EXAMINATION.

POINTS WILL BE ADDED TO AN ELIGIBLE SCORE AS FOLLOWS:

*Seniority For each year 0.2

*Seniority is based on the length of continuous competitive (permanent) class service in the jurisdiction up to a maximum of twenty (20) years.

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 Portal, <https://ulster-portal.mycivilservice.com/>.

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, 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.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions within the REMARKS text box on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations.

When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

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

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ORIGINAL COPY: PINK

ISSUED: March 4, 2024

Ulster County Employment/Examination Portal: <https://ulster-portal.mycivilservice.com/>