

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
Typist – Grade 6**



APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATION NO: TY097

SALARY: Entry: \$29,183
1 yr: \$30,804
2 yr: \$32,425

Please contact the Civil Service Department at (518)783-2721 for the next anticipated exam date.

APPLICATION FEE: A fee of \$30.00 (thirty dollars) is required for this examination, and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

RESIDENCY: Candidates must be, at the time of examination and for at least four (4) months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

VACANCIES: At any given time there may, or may not, be a vacancy for this position. However, the Eligible List established as a result of this examination will be used to fill vacancies for the position of TYPIST as they occur in the various departments of the Town of Colonie.

DESCRIPTION OF POSITION: A Typist performs routine clerical tasks involving substantial operation of a keyboard. Duties may include typing of forms, letters, schedules, reports, etc., from written or typed copy; filing; collecting fees; maintaining records; making and checking arithmetic computations.

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by a course in typing; PLUS demonstrated typing/keyboarding skills at an acceptable level.

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. SPELLING (15)
2. ALPHABETIZING (15)
3. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS (15)
4. RECORD KEEPING (15)

(Calculators are recommended)

NOTE: A copy of the "Guide to Taking the Written Test for Entry Level Clerical Series" is available in our office. You may pick one up, or download a copy from our web site.

PERFORMANCE TEST: Candidates who receive passing scores on the written test must also qualify on the performance test in typing which will be held at a later date (you will be notified).

This part of the examination will consist of a qualifying test in accuracy and speed of typing at a minimum acceptable rate of 30 words per minute. The test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. Detailed instructions will be provided to you before you take the test. The written test score only will determine the final test score.

SEE "GENERAL INSTRUCTIONS"

A candidate who fails the performance test can be retested two times with a two month waiting period between tests, after which unsuccessful candidates must retake and pass the written test before being eligible to take further performance tests.

***PERFORMANCE TEST WAIVER POLICY:** The performance test may be waived for candidates who have passed a typing performance test at a rate of at least 30 words per minute. The performance test must have been administered by the Town of Colonie Civil Service agency, the NYS Department of Civil Service, the NYS Department of Labor, or any local municipal civil service agency within the State of New York. Candidates must have passed the performance test within two (2) years of the date of the written examination. Such candidates must provide verification from the agency that administered the performance test, including the agency name and address, title of the examination, test date, and the passing rate of speed.

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list in the order of final test scores, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year only. All candidates may apply for retests at six-month intervals.

THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RECRUITMENT PROGRAM AND RE-ESTABLISH THE PERIODIC, ANNOUNCED-DATE TYPE OF EXAMINATION.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing add: PO Box 508) Newtonville, NY 12128-0508 - Telephone 783-2721 OR via the Internet at www.colonie.org (Civil Service Dept) where applications and study guides can be viewed and downloaded from the web site.

SPECIAL NOTE: This written 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 provision of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Michael M. Burick
Personnel Officer
September 1, 2010

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER