

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**



SENIOR TYPIST – Grade 8

EXAMINATION NO: ST0312

EXAMINATION DATE: March 17, 2012

SALARY: FT Entry \$33,880 Top \$37,644

LAST FILING DATE: February 16, 2012

NOTE: A promotional examination for this title is also being offered at this time.

APPLICATION FEE: A non-refundable processing fee of \$30.00 (thirty) is required for this examination and a check or money order (no cash) 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 months immediately preceding the date of the written test, legal residents of the Town of Colonie.

VACANCIES: The eligible list resulting from this examination may be used to fill vacancies for the position of Senior Typist as they occur in the various departments in the Town of Colonie.

DESCRIPTION OF POSITION: Senior Typists in the Town of Colonie perform moderately difficult clerical and typing/keyboarding work requiring a general understanding of specific law, office rules, procedures, and policies. The position calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part, work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND two (2) years of clerical experience which shall have involved typing; PLUS demonstrated typing/keyboarding skills at an acceptable level.

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) 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 a knowledge of the correct placement of punctuation marks in sentences;

3) Keyboarding Practices: These questions test for a 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 asked questions about how to correct the errors in the passage;

(continued)

SEE "GENERAL INSTRUCTIONS"

4) Office Record Keeping: These questions evaluate your ability to perform common office 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;

5) Office Practices: These questions test for a 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.

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 **40** 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.

A candidate who fails the performance test can be retested, at their request, with a two month waiting period between tests, after which unsuccessful candidates will be removed from the eligible list.

*PERFORMANCE WAIVER POLICY: The performance test may be waived for candidates who have passed a typing performance test at a rate of 40 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 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.

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.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Office, Memorial Town Hall (mailing addr: PO Box 508), Newtonville, NY 12128 - Telephone 783-2721. OR via the internet at www.colonie.org where applications can be downloaded from the web site for Civil Service.

Michael M. Burick
Personnel Officer
Town of Colonie
January 17, 2012

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER