

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



**APPLICATIONS ACCEPTED CONTINUOUSLY**

EXAMINATION NO: TY097

SALARY: Entry: \$31,662  
1 yr: \$33,421  
2 yr: \$35,180

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

APPLICATION FEE: A non-refundable processing fee of \$30.00 (thirty dollars) is required for this examination, and a check or money order (no cash) made out to the Town of Colonie must accompany each application. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. 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: The work is primarily of a routine nature and involves the performance of standardized clerical tasks including the application of typing/keyboarding skills. Detailed instructions are given for new or difficult assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. Excepting the ability to type, this class is equivalent to the class of clerk. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; demonstrating typing/keyboarding skills at an acceptable level. OR Graduation from high school or possession of a high school equivalency diploma with (1) one year of clerical experience that demonstrates typing/keyboarding skills.

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 Guide to the Written Test for the Entry-Level Clerical Series is available at the NYS Dept of Civil Service web site: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request a copy of this test guide from our office using the contact information found elsewhere on this announcement.

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.

**SEE "GENERAL INSTRUCTIONS"**

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 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 for one year only. **THE PERSONNEL OFFICER RESERVES THE RIGHT TO TERMINATE THIS CONTINUOUS RE-CRUITMENT 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](http://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  
**January 4, 2016**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## GENERAL INSTRUCTIONS

**Fees:** Refer to the examination announcement for the required application processing fee. The required fee must accompany your application. Enclose a non-refundable check or money order (no cash) made payable to the "Town of Colonie" and write the examination number(s) on your check or money order. In the event you are disqualified, decide you didn't want to apply for that test, you do not take the test(s), or are not successful on the examination, the fee is non-refundable and therefore will not be returned. YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are *unemployed and primarily responsible for the support of a household*. In addition, a waiver of application fee will be allowed if you are determined eligible for *Medicaid*, or receiving *Supplemental Security Income payments*, or *Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance)* or are certified *Job Training Partnership Act/Workforce Investment Act* eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification form" (in our office or on-line at [www.colonie.org/civilservice](http://www.colonie.org/civilservice)) and submit it with your application by the close of business on the application deadline as listed on the examination announcement.** (Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.)

**PARTIAL FEE WAIVER:** Incumbent permanent Town of Colonie employees with more than one full year, or equivalent part-time service, may request waiver of the fee except for \$5.00 (five dollars). Provisional employees are required to pay the complete fee.

- 1) Unless otherwise indicated on this announcement, the candidate will complete one application for employment for each examination he/she wishes to take.
- 2) Applicants must answer every question on the application form relevant to the examination or position. Applications lacking required information will be disapproved. Please follow instructions for applicants.
- 3) Investigation may be made as to character and ability and all statements made by applicants are subject to verification.
- 4) Falsification of any part of the application for employment or examination will result in disqualification and possible legal action.
- 5) Veterans, disabled Veterans, or \*active duty members of the Armed Forces, desiring to claim additional credit must make application for such additional credit in their applications. They will be allowed the option of waiving these credits after the completion of the examination. \*Special notice to active duty members of the Armed Forces – beginning 1/1/98 the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.  
5a) If you are an active member of the Armed Services during the period of time for filing an application for a particular exam, or the date of the examination, you may be eligible for special considerations. Please contact the Town of Colonie Civil Service Department at (518)783-2721.
- 6) Police Officer or Firefighter Survivor Credits: Per Section 85-a of 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 exam for which they qualify for original appointment in the same municipality in which his/her parent has served. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
- 7) Accepted candidates will be notified when and where to appear for examination. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application.
- 8) Call this office if you do not receive a notice within three days of the date of the examination. Notice to appear for the test will be conditional, since final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice. Have your Social Security card (if you have one) and your Driver's License available at the exam center.
- 9) The duration of the eligible lists shall be fixed for not less than one nor more than four years. Note: The duration of eligible lists established as a result of continuous recruitment exams will be one year only.
- 10) Changing conditions may make it advisable to certify for future vacancies at higher or lower salaries than those announced.
- 11) You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
- 12) CHANGE OF ADDRESS: Failure to notify the Personnel Officer of a change of address may result in disqualification for examination or certification for appointment following examination. A Change of Address form may be found in our office or on-line at [www.colonie.org/civilservice](http://www.colonie.org/civilservice). **Failure to do so may delay correspondence and affect recruitment opportunity.**
- 13) Religious Accommodations – Persons with a Disability – Military Members: If special arrangements for testing are required, indicate this on your application form.
- 14) Applications must be filed in the Civil Service Department no later than 4:30PM on the last filing date as noted above – or post-marked no later than one day prior to last filing date.

15) Applicants for examination or employment are solely responsible to provide written notice of changes which may affect application status.

-3-

- 16) Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding exam date. Please ask to see our policy.
- 17) If an emergency prevents you from appearing for examination, please notify this office no later than 4:30pm on the Monday following the test date, (Tuesday, if Monday is a holiday) providing verifiable documentation as to the reasons. The "Policy on Alternate Test Dates" will govern.
- 18) Unless specifically prohibited, 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" and any similar devices are prohibited.
- 19) Applications for examinations in the Town of Colonie are not valid for other Civil Service jurisdictions. If applicants apply to other jurisdictions for examinations scheduled for the same date, it is the responsibility of the applicant to advise the Town of Colonie of their preference to examination location. Attach a "cross-filing" form to your application. Request this form by calling 783-2721 or download at [www.colonie.org/civilservice](http://www.colonie.org/civilservice). You need to call or write to each local Civil Service Agency to make arrangements within two weeks of the examinations. **Important: Candidates taking both State and local examinations scheduled for the same day must take all examinations at a State site. Do NOT call the State. You will be advised by their admission letter when and where to report for your examination/s.**
- 20) Weather Emergency/Exam Cancellation: Listen to your local TV/RADIO stations for information between the hours of 6:00am-8:00am on the test date.

COPIES OF THIS ANNOUNCEMENT ARE AVAILABLE IN THE CIVIL SERVICE DEPARTMENT

1/16

