CAREER OPPORTUNITIES WITH CIVIL SERVICE

Essex County Announces

A Civil Service Examination for

DATA ENTRY MACHINE OPERATOR

CONTINUOUS RECRUITMENT

Essex County does not discriminate the Handicapped in Employment or the Provision of Services

Essex County is an Equal Opportunity Employer

For further information contact

ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE

Essex County Government Center

7551 Court Street - P.O. Box 217

Elizabethtown, New York 12932 Tel: (518) 873-3360

www.co.essex.ny.us/personnel.asp

APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY. EXAMINATIONS WILL BE

APPOINMENTS FOR EXAMINATION WILL BE MADE ONLY FOR THOSE CANDIDATES HAVING THE APPLICATION FORM AND THE FILING FEE ON FILE. (SEE REVERSE SIDE OF THE SECOND SHEET)

THIS EXAMINATION IS BEING HELD TO FILL VACANCIES IN ALL COUNTY DEPARTMENTS, TOWNS, VILLAGES, AND SCHOOL DISTRICTS IN ESSEX COUNTY.

SALARY: VARIES WITH LOCATION
***ESSEX COUNTY RATE:* $12.95/HOUR (HIRED AFTER 09) $14.38/HOUR (HIRED PRIOR TO 09)**

***DISTINGUISHING FEATURES OF THE CLASS*:**
The work involves responsibility for routine office work requiring care and accuracy in the operation and minor adjustment of a data entry machine in processing and/or verifying data for computer use. An incumbent manipulates an alphanumeric keyboard to transcribe data from source documents to either punched cards, magnetic tape, disc or directly into a computer. Assignments are received in the form of written or typed information to be transcribed to cards, tape or disc. The activities of employees in this class provide direct support to professional and technical staff operating an agency's data processing equipment. The work is performed either under supervision of a higher level operator or other superior. Supervision over the work of others is not normally a responsibility of employees in this class. The incumbent does related work as required.

***MINIMUM QUALIFICATIONS:* Either:**
(a) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience in the operation of a data entry, key punch or word processing machine; or
(b) Three years of clerical experience in the operation of a data entry, key punch or word processing machine; or
(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

(OVER)

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS

Per Chapter 180 of laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

SUBJECT OF EXAMINATION: This will be a performance test which will require you to use a personal computer (PC) to enter data into electronic records. You will enter three sets of data. One set will consist of all numbers, another of all letters, and the third will consist ob both numbers and letters. You will be rated on both speed and accuracy. Each of the three sets will have a 10 minute time limit. In order to pass the test you must enter the data at the rate of at least 6000 keystrokes per hour and with an error rate of not more than 3 percent.

05/06/2014

GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, New York, 12932. Applications should be filed as soon as possible after the announcement of the examination. In writing for application form or information, SPECIFY BY EXAMINATION NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.

2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without the official admittance letter. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application. If you fail to receive an admission letter at least seven days prior to the examination date, you should contact the Essex County Department of Personnel and Civil Service immediately.

3. There may be restrictions on employment for those who are under 18.

4. There are no residence requirements for taking the examination. Appointing authorities may give preference to legal residents of their jurisdiction. Essex County requires once an employee is appointed, they must obtain permanent residency in Essex County within one year from the permanent appointment date.

5. Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

6. VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

7. When the 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 and review of examinations apply.

8. Eligible Lists will be established in the order of final rating for successful candidates, and will be established for a period of one year unless exhausted prior to that date. Lists may be extended by the Personnel Director not to exceed four years. Candidates who take an exam may not be tested more often than once every six months. Candidates who retake an exam after six months within the twelve month period will take the most recent score and will be placed on the eligible list accordingly.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the New York State Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

11. RECEIPT OF APPLICATIONS: If you submit an application to the Department of Personnel and Civil Service other than by personal delivery to this office, this office will not be responsible for the arrival of the application. Therefore, you should contact this office on or before the final date for filing to determine whether or not your application has been received.

12. USE OF CALCULATORS: Unless otherwise notified, 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', or any similar devices are prohibited.

13. FOR NON CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Essex County.

14. COLLEGE TRANSCRIPT: A copy of your college transcript will be required with the official application when applying for any civil service examinations requiring a degree.

15. DRUG-FREE WORKPLACE POLICY: All persons seeking employment with Essex County shall be required to submit to drug and alcohol screening and testing, as well as a pre-employment physical.

16. 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.

APPLICATION FEE:

A fee of $15 is required for each separate examination for which you apply. The required fee must accompany your application. Your check or money order must be made payable to Essex County Treasurer and have the examination number(s) and your Social Security Number on it. CASH WILL BE ACCEPTED. You are urged to compare your qualifications carefully with the Minimum Qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded.

Should you submit a personal check for payment of the application fee, and such check is returned by the bank prior to the date of examination, you will not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, the Local Examination Division will be so notified and a score will not be given to your examination. ***For any checks returned, you will be charged $15.00 payable to Essex County Treasurer.***

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 determine 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 and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. You can obtain these Waiver Request forms in the Essex County Department of Personnel.

Essex County is in compliance with American Disability Act requirements.