



CITY OF ROME CIVIL SERVICE COMMISSION

198 NORTH WASHINGTON STREET / ROME, NEW YORK 13440 (315) 339-7609

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Commissioner

EXAMINATION ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

SENIOR TYPIST #D1217 (OC)

EXAM DATE: DECEMBER 9, 2017

APPLICATION POSTING DATE:
OCTOBER 19, 2017

APPLICATION DEADLINE:
NOVEMBER 17, 2017

2017 SALARY RANGE:
\$ 28,757.00 to \$ 29,757.00

All applicants are strongly encouraged to thoroughly review the MINIMUM QUALIFICATIONS for this examination against your own professional employment/educational experience to ensure you adequately meet the requirements for admission and to apply for only those examinations for which you are clearly qualified.

DUTIES:

Performs moderately difficult clerical work involving the full-time or substantial part-time operation of a typewriter and/or computer using word processing software.

MINIMUM QUALIFICATIONS:

- A.) Graduation from high school or the possession of a high school equivalency diploma, including or supplemented by a course in typing or word processing on computers; **OR**
- B.) Graduation from high school or the possession of a high school equivalency diploma and two years of experience in a clerical position involving the operation of a typewriter or computer; **OR**
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR SCHOOL DISTRICT EMPLOYMENT:

Effective July 1, 2001, a fingerprint supported criminal history background investigation is required for all prospective employees of a school district, charter schools and BOCES as mandated by the New York State Department of Education. A processing fee of \$99.70 will be required by the applicant and payable prior to appointment.

VACANCIES: A corresponding civil service eligible list will be established from this examination and will be used to fill any applicable vacancies for this title in the City of Rome jurisdiction as they may occur.

APPLICATION FEE:

A fifteen dollar (\$15.00) **non-refundable** application fee is required and must accompany each application at time of filing. Payment must be made by **check or money order** payable to Rome Civil Service Commission. Applications postmarked **after** the last filing date will be returned to the applicant with the application fee.

RETURNED CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of **\$20.00** will be added to the examination application fee and will be required to be paid in cash or money order in the City of Rome Treasurer's Office at Rome City Hall, 198 North Washington Street, Rome, New York 13440.

RESIDENCY:

There is NO residency requirement to make application for this examination. Preference in appointment may be given to successful candidates who are a legal resident of the City of Rome at time of appointment.

SUBJECTS OF THE EXAMINATION:

This is a written test designed to test for knowledge, skills and/or abilities in such areas as:

TEST PLAN #1:

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.

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.

4. PERFORMANCE TYPING TEST:

Candidates who receive a passing score on the written test must qualify on the typing performance test within one (1) month of the written test score notification. You will be required to pass both the written test and performance test in order to be considered for appointment. The typing performance test is a pass/fail exam. If you pass the performance test your final score for the exam will be the same score that you received on the written test.

The typing performance test is a test for speed and accuracy that is given on a computer PC using a standard keyboard. The test is five (5) minutes long that is preceded by a three (3) minute practice session. The test is electronically timed by the typing performance test software program. The text passage is displayed on a split-screen. Candidates enter ("key" or "type") as much of that passage as they can during the time available.

REQUIRED RATE AND SPEED:

In order to pass the typing performance test, candidates must enter the displayed text at a rate of at least (35) words per minute, with at least 96% accuracy.

SCHEDULING: You will be contacted by the City of Rome Civil Service office for the scheduling of your typing performance test. In most cases, candidates are contacted by telephone to schedule this exam. Therefore, it is imperative that you list a valid cell/telephone number on your exam application where you can be easily reached Monday-Friday between the hours 8:30am and 4:30pm. If unreachable, only one (1) voicemail message will be left informing you of the necessity to contact the City of Rome Civil Service office to schedule the typing performance test. Candidates that fail to make arrangements or fail to appear to take the Typing Performance Test when scheduled may be disqualified from appointment eligibility.

PERFORMANCE TEST WAIVER POLICY: The performance test may be waived for candidates that have previously taken and passed the performance test at the rate of speed required for this examination. Candidates must provide written verification from the agency that administered the test, including the agency name and address, test date, and the passing score/rate of speed. The typing performance test must have been administered by one of the following agencies: The City of Rome Civil Service Commission, New York State Department of Civil Service or from any local civil service agency in New York State.

THE USE OF CALCULATORS IS PERMITTED FOR THIS EXAM

You may bring with you a handheld battery or solar-powered calculator to use for this test. You will not be permitted to use the calculator function of your cell phone or any other electronic device.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

The New York State Department of Civil Service has published a test guide intended for candidate preparation for his particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its website at: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

GENERAL APPLICANT INSTRUCTIONS AND INFORMATION

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, all candidates may be required to complete one "Application of Employment" form for each examination he/she wishes to take. Applicants must answer every question on the application form and make sure that the application is complete in all respects. All applications are to be filed with Rome Civil Service Office. The Rome Civil Service Commission reserves the right to reject any/all applications that are incomplete or may be missing any required information that is otherwise required under the Minimum Qualifications for this examination. The City of Rome Civil Service Office is under no obligation to seek ANY information from you such as missing employment history, educational transcripts, trade licenses, and/or drivers' licenses after your application has been submitted/received. Applications received with a postmark after the last filing date will not be processed.

The City of Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivered mail or postal delays. Applications delivered in person to the Rome Civil Service Office at Rome City Hall will be accepted between the hours of 8:30p.m. and 4:30p.m. Monday through Friday. Candidates will be notified by mail of acceptance or non-acceptance of their application(s) after the filing date.

2. **ADDRESS CHANGE:** Candidates must notify the City of Rome Civil Service Office of any change of address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

3. **ADMISSION NOTICES:** Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. Applicants that have been disapproved will also be notified in writing. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT (315) 339-7609.**

4. **ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department.

5. **COLLEGE DEGREE / CREDITS:** 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. Information relating to recognized companies that provide this service is available on the New York State Department of Civil Service website at: www.cs.ny.gov/jobseeker/degrees.cfm.

6. **CROSSFILING:** If you have applied for another civil service examination(s) through any other state, county, or local civil service agency that will be given on the same day as this test, you must make arrangements to **take all of the examinations at one site**. For example: If you will be applying to take this exam with the City of Rome and may be taking another or similar exam on the same day with the City of Utica, you will need to inform the City of Rome and the City of Utica where you intend to sit to take this exam-Rome or the City of Utica. Cross File Notification forms must clearly indicate the agency(ies) where you have cross filed, where you intended to take your exam, and must be submitted to this office no later than two (2) weeks prior to the examination date. Applicants that have applied to take a City of Rome exam and may have also applied to take another exam for a New York State position, will be required to take their City of Rome exam at the New York State designated examination site. Please note that that if you have cross filed, it will be your responsibility to bring any/all Civil Service Examination Admission Notices with you to your designated exam site on the day of the exam. Cross File Notification forms are available at this office and on the City's website at: www.romenewyork.com.

7. **SPECIAL ACCOMMODATIONS:** Candidates who require special accommodations on the date of the examination should specifically indicate the need for special arrangements on their application.

8. **ELIGIBLE LISTS:** Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those indicated on this announcement.

9. EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office no later than the first business day following the exam date. Verifiable documentation of the emergency will be required.

10. WEATHER RELATED EMERGENCIES: In cases involving adverse weather conditions that may delay or lead to the cancellation of the examination, please tune to: [WKTV NewsChannel 2 /Utica \(Channel 2 on Time Warner Cable, DirecTV in Utica, and Dish Network in Utica\) or WKAL 1450 A.M. /Rome between the hours of 6:00 AM and 8:00 AM](#) on the date of the examination.

11. MILITARY MEMBERS: If you apply for an examination during the filing period but are called to active military duty after the filing deadline and/or prior to the date of the examination, you may request a military makeup examination. Military members on active duty or discharged during the examination filing period may apply for the examination up to ten (10) days before the test date. Please contact the Rome Civil Service Office for more information,

12. RELIGIOUS ACCOMMODATIONS: Most exams are held on Saturdays. If you cannot take the test on the announced test date due to a religious observance or practice, please check the box under Religious Accommodation on your application. You will then be offered arrangements to take the exam on the first Monday immediately following the exam date.

13. VETERANS' CREDIT: Veterans' or disabled veterans eligible for additional credit may submit an "Application for Veterans' Credits" with their exam application or at any time after the examination, but, no later than two (2) weeks prior to the establishment of the resulting eligible list. **Veterans' credits are applied to passing exam scores and may only be used once. No credit will be granted after the establishment of the eligible list.** Additional information concerning eligibility is available on the Veterans' Credit application form. Applications for Veterans' Credits are available from this office and on the City's website: www.romenewyork.com.

14. SENIORITY CREDIT: An additional four tenths (.4) of a point will be added to a passing exam score for each year of continuous employment service in the competitive class for the City of Rome in which promotion is sought up to a maximum of twenty (20) years or a total of 8.0 points. Employment must be continuous from the original date of appointment in a Competitive class position.

15. SPECIAL CREDIT: 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 (10) 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 will be added after the eligibility list has been established.

16. WAIVER OF APPLICATION FEE: In accordance with Civil Service Law Section 50.5(b), fees shall be waived for candidates who certify to the state civil service department, a municipal or regional commission that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. Application Fee Waiver Request forms are available at the City of Rome Civil Service Office and must be received at the time your application is submitted or no later than the last filing date.

Federal and State Law prohibit discrimination because of age, race, color, religious affiliation, national origin, gender, sexual orientation, disability, and marital status.
The City of Rome is an Equal Opportunity Employer.

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