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Albany Municipal Civil Service Commission
City Hall Room 301
Albany, New York 12207
Telephone: (518) 434-5049

PLEASE POST CONSPICUOUSLY

CLERK TYPIST, CLERK TYPIST I, EXAM #CR-100

CONTINUOUS RECRUITMENT EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY AND EXAMINATIONS HELD BY APPOINTMENT CANDIDATES WILL BE OFFERED THE OPPORTUNITY FOR TESTING IN THE ORDER IN WHICH THEIR APPLICATIONS ARE FILED

Candidate eligibility begins when the name is placed on the list and continues for one (1) year. Successful candidates' names will be inter-filed on the Eligible List in the order of the final score, regardless of the date the examination was taken.

FILING FEE: $7.50 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the **Albany City Treasurer**. *Include exam number and the last four digits of your social security number on the check.*

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

VACANCY: Resulting eligible list to be used to fill vacancies in the City of Albany, Albany Housing Authority and Albany School District.

SALARY RANGE: $22,430 - $34,149/Annual

DUTIES OF THE POSITION: This is routine clerical work of limited complexity and variety requiring the skilled use of a computer and/or typewriter. Employees in this class perform duties, the clerical aspects of which are standardized and repetitive, but which require training in keyboarding input. Detailed instructions are given at the beginning of the work and on new assignments, but employees familiar with the operations and procedures may work with some independence, and some initiative and judgment is utilized as experience is gained. Employees may make arithmetic or other checks upon the work of other employees for accuracy although direct supervision is not usually exercised. Work is subject to close supervision and is reviewed by a superior upon completion for both content and accuracy.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications on or by the date of the examination.

a) Graduation from high school or possession of a high school equivalency diploma which shall include or be supplemented by a course in typing; **OR**
b) One (1) year of satisfactory fulltime paid clerical work experience which shall have included substantial part-time typing duties; **OR**
c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

A "*Guide to the Written Test for the Entry-Level Clerical Series*" is available in the City of Albany Municipal Civil Service Office or at the City of Albany website: http://www.albanyny.gov

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY WEBSITE: *http://www.albanyny.gov*

GENERAL INSTRUCTIONS TO APPLICANTS

#1 AGE LIMITS:
Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

#2 APPLICATION FORMS:
Forms can be obtained by visiting the:

Civil Service Commission
City Hall Room 301
Albany, New York 12207
Phone: (518) 434-5049
http://www.albanyny.gov

A standard application must be filed for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

#3 VETERAN'S CREDITS:
For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.
Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion.
Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

#4 TRANSCRIPTS:
Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

#5 ADMISSIONS TO EXAMINATION:
The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.
Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.
Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

#6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:
If special arrangements for testing are required, indicate this on your application form.

#7 RATINGS REQUIRED:
This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

#8 MEDICAL EXAMINATIONS:
Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

#9 ELIGIBLE LISTS:
Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.
Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

#10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:
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.

FILE YOUR APPLICATION IMMEDIATELY
AN EQUAL OPPORTUNITY EMPLOYER

RESIDENCE: Candidates must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie or Schenectady County for at least thirty (30) days immediately preceding the date of the written examination.

***Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

RESIDENCY REQUIREMENTS

1) An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of the City of Albany for at least thirty (30) days immediately preceding the date of such examination, unless otherwise mandated by law. This residence requirement may be suspended or reduced by the Commission in cases where recruitment difficulties make such requirement disadvantageous to the public interest.
2) When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment.

SCOPE OF THE EXAMINATION

Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. Spelling

These questions test your ability to spell words that are used in written business communications.

2. Alphabetizing

These questions test your ability to file material in alphabetical order.

3. Record Keeping

These questions evaluate your ability to perform common 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.

4. Clerical Operations with Letters and Numbers

These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

STUDY GUIDE:

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this 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 NYS Department of Civil Service is making a copy of this test guide and other related information available on its web site at www.cs.state.ny.us/msd/map.html. In addition, a copy of this test guide can be obtained at the City of Albany Municipal Civil Service Office or at the City of Albany website: http://www.albanyny.gov .

THE USE OF CALCULATORS IS RECOMMENDED: Candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are prohibited. **YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

WRITTEN TEST RETEST POLICY: Candidates who do not receive a passing grade on the written test will be permitted to take the written test after six months.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written test and performance test to be considered for appointment. Since the performance test will be a qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. A written description of the software will be provided at the test site.

The test is five (5) minutes long and is preceded by a three- (3) minute practice session. The text passage is contained at the top portion of the computer screen. Candidates enter ("key" or "type") as much of that passage as they can during the time available.

In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute, with at least 96 percent accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is 8. (Note: A word is defined as five characters. The rating formula divides the total number of characters by five to determine the number of words entered.)

PERFORMANCE TEST RETEST POLICY: Candidates who fail the performance test will be retested the same day as the original performance test. Candidates who fail the retest performance exam may be rescheduled after six (6) months.

WAIVER POLICY: The performance test may be waived for candidates who have passed a typing performance test at a rate of at least 35 words per minute. The performance test must have been administered by the Albany Municipal Civil Service Commission, the New York State Department of Civil Service, the New York State Department of Labor or any local municipal civil service agency within the State of New York. Candidates must have passed the performance test within 1 year of the written examination. Such candidate 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.

TERMINATION OF THE PROGRAM: The Albany Municipal Civil Service Commission reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

CROSS-FILER STATEMENT: If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.
If you have applied for both State & Local government examinations, you must make arrangements to take all of your examinations at the STATE examination center by calling (518) 474-6470 no later than 14 days before the test date.
If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

VETERAN'S CREDIT:

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 veteran's credits.

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 and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. "Request for Application Fee Waiver and Certification" forms may be obtained at the Albany Municipal Civil Service Commission Office: Albany City Hall Room 301, Albany, New York 12207**

ODA: 9/20/02
Revised: 1/2005 salary
12/2005 errors, salary
10/15/06 Waiver of fee [pursuant to Civil Service Law Section 50.5(b)], salary
3/30/07 Salary
1/01/08 Salary