

PLEASE POST CONSPICUOUSLY

Wyoming County is now requiring a fee for examination, please note applicable section.

WYOMING COUNTY CIVIL SERVICE  
EXAMINATION ANNOUNCEMENT

Data Entry Control Clerk

Exam #60089 OC

SALARY: Varies within school districts.

EXAMINATION TO BE HELD:

November 3, 2018

APPLICATIONS ACCEPTED TO:

October 4, 2018 by 4:00 pm in this office or postmarked by 10/4/18.

ISSUED: September 4, 2018

LOCATION OF POSITION: The resulting eligible list from this examination will be used to fill vacancies as they occur within Wyoming County School Districts.

RESIDENCE REQUIREMENT: Candidates must have been legal residents of Wyoming County or a Civil Division or a School District subject to the jurisdiction of the Wyoming County Civil Service Office where that School District or Civil Division extends beyond the boundaries of Wyoming County, for at least one (1) month immediately preceding the date of the written examination and at the time of appointment.

CERTIFICATION: Preference in appointment may be given to candidates who presently reside in a civil division or district where the vacancy exists in accordance with provisions of Sec. 23 (4-a) of Civil Service Law.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination: **Either:**

(A) Graduation from High School or possession of a high school equivalency diploma and two (2) years of experience involving extensive use of a computer;

**OR** (B) Two years of clerical experience and the satisfactory completion of computer courses;

**OR** (C) An equivalent combination of training and/or experience as outlined in (A) and (B) above.

Note: One year of work experience in data entry/data operations can be substituted for the course requirements as stated above.

Note: Extensive use of computers and course work can be defined as: Word Processing, Spreadsheets and Data Entry.

Note: A performance exam in data base will be required;

DUTIES: This work involves responsibility for the accurate operation of an alphanumeric keyboard to transcribe or enter data from source documents or to verify data previously entered. The incumbent is also responsible for maintaining an adequate work flow between the data entry and computer operating function. The work is carried out in accordance with established procedures relative to flow of information but involves the exercise of independent judgment in making job order input sequences. Supervision is not a responsibility of this position. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Operations with Letters and Numbers

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

2. Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second or possibly the third. You will be instructed to mark your answers according to a designated code provide in the directions.

3. Office record keeping

These questions test 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. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use he calculator function of you cell phone.

CANDIDATES WHO RECEIVE A PASSING SCORE ON THE WRITTEN TEST MUST ALSO PASS THE PERFORMANCE TEST:

A performance test will also be held at a later date, to be announced. The test will be a performance test which will require you to use a conventional personal computer (PC) with standard keyboard to perform various clerical tasks using a pre-established database. The databases will be of generic variety; you do not need any present knowledge of these databases in order to do well on the test. Prior to the test, you will be sent information that tells you all that you will need to know about the databases and their use.

The test will consist of three parts. In part one, you will be required to add, delete and update various records in the database. In part two, you will be required to retrieve records from a database and write down selected information from the records onto printed forms. In part three, the computer will present questions about the information you wrote down in part two. You will enter your answers directly in the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work.

Candidates will only be called to the performance test if they have passed their written test. The County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

RETEST POLICY:

Candidates who fail in their first attempt to pass the performance test may request retesting at a later date. A retest may be offered at a date to be determined by our office.

WAIVERS: If you have passed a database-clerical test provided by the NYS Department of Civil Service, in this or any other county, city, or town in New York State within the past two (2) years, you may be eligible to have the performance test waived. If you request a waiver, you must submit verifiable evidence of qualifying to our officer. Waivers for this database-clerical test will not be granted for typing tests, production data entry, or emergency-data entry tests that you may have passed.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: If special arrangements for testing are required, indicate this on your application. Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

This 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.

Current members of the Armed Forces may apply for Veteran’s credits by filing an application for Veteran’s Credits (Form VC-1). Proof of military status must also be presented and verified in order for consideration of granting of “conditional” Veteran’s credit. Acceptable proof may include a military I.D. card, military orders, or others official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The “conditional” status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veteran credits with **EACH** application for examination. Candidates who wish to claim veteran credits on an examination should request an application and information sheet from the Wyoming County Civil Service Office. Veteran’s

application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for this examination is established in order to utilize additional 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.

APPLICATION FORMS MAY BE OBTAINED AT THE  
WYOMING COUNTY CIVIL SERVICE OFFICE  
338 N. Main St., Thomson Hall  
Warsaw, New York 14569  
Telephone: 786-8830  
Hours: Monday through Friday 8:00 a.m. - 4:00 p.m.

OR DOWNLOAD AN APPLICATION AT [www.wyomingco.net](http://www.wyomingco.net) (click on the civil service link)  
WYOMING COUNTY -- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATION FEE POLICY

APPLICATION FEE:

You need to file a \$20.00 processing fee for **EACH** exam you are applying for. The required fee **MUST** accompany your application.

- Send check or money order payable to the "Wyoming County Department of Civil Service."
- Write the examination number on the check or money order.
- **DO NOT SEND CASH!!**

As **NO** refunds will be made if you fail to appear for the scheduled exam or if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance in determining whether or not you meet the minimum qualifications can be obtained from our office and is yours for the asking.

GENERAL INSTRUCTIONS:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All necessary licenses, diplomas, and transcripts must be attached to the application when required in the "Minimum Requirements" as listed on the exam announcement.
3. 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 and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Wyoming County Civil Service Office of any change of name and/or address. **NO** attempt will be made to locate candidates who have moved.

TIME AND PLACE OF EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received at least seven (7) days prior to the exam, please call the Wyoming County Civil Service Office at (585) 786-8830.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

**NOTE:** APPLICANTS WHO LACK THIRTY DAYS, OR LESS, OF MEETING THE MINIMUM QUALIFICATIONS BY THE DATE OF THE EXAMINATION WILL BE ADMITTED CONDITIONALLY TO THE EXAMINATION. HOWEVER, PROOF OF THE ADDITIONAL DAYS' QUALIFICATIONS MUST BE SUBMITTED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST.

IF THE MINIMUM QUALIFICATIONS REQUIRE A DEGREE AND/OR LICENSURE/CERTIFICATION THE FOLLOWING STATEMENTS SHALL PERTAIN TO THIS EXAM ANNOUNCEMENT: If you expect to complete the educational requirement within 6 months, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Wyoming County Civil Service Office. Proof must be submitted within 2 months, following award of degree; failure to do so will result in removal of your name from the eligible list.

Licensure/Certification: If you are eligible for the required licensure/certification you can be admitted to this examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Wyoming County Civil Service Office.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE:

1. For situations known prior to when the examination is scheduled for administration, the candidate should get from this office a Request for Alternate Test Date Form as soon as possible before the test date.
2. For emergency situations, you must notify this office no later than Tuesday following the SATURDAY scheduled test date.
3. We **can not** administer any written test **prior** to the **scheduled date**.