

Kingston Civil Service Commission
City Hall – 420 Broadway, Kingston, NY 12401
Phone: (845) 334-3921 Fax: (845) 334-3946



EXAM TITLE: TYPIST (Open Competitive) EXAM # 31619

MINIMUM SALARY: \$23,924 - \$29,487

WRITTEN EXAMINATION DATE: SATURDAY, NOVEMBER 19, 2016

APPLICATION DEADLINE: November 2, 2016

Application must be received in the Kingston Civil Service Office no later than 4:00pm on the date above. There are **NO** exceptions. We do not accept applications received by mail after the 4:00 deadline regardless of when they are postmarked.

APPLICATION FEE:

\$20.00 must accompany your application for each examination. Check or Money Order should be made payable to the *City of Kingston Comptroller*. Applications without fee will not be considered for exam. *Only apply for those exams in which you know you qualify for. The fee is non-refundable.*

TIME/PLACE OF EXAM:

Approved candidates will be notified by admission letter seven to ten days prior to the written test when and where to appear for this examination. *Be sure to bring the admission letter with you the day of the exam.* If you have not received an admission letter 3 days before the written test date, call 845-334-3921.

APPOINTMENTS: The eligible list resulting from this examination will be used to fill full-time positions in the Kingston City School District.

RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT: An applicant must be at the time of examination and for at least thirty (30) days prior thereto a resident of Ulster County to apply for this exam. Preference in appointment for Kingston City School District positions **may** be given to residents of the Kingston City School district for at least **30 days prior to date of certification of the eligible list.**

CHANGE OF ADDRESS: It is the candidate's responsibility to complete a "**Change of Address Form**" and turn it in to the Kingston Civil Service Office upon a change in their place of residence. *This office will not accept any other change of address information if it has not been provided on, or supplemented by, this form. A candidate's address will be subject to verification prior to any appointment.* Forms can be found on the Kingston website at www.kingston-ny.gov

DUTIES: Work is primarily of a routine nature and involves the performance of standardized clerical tasks utilizing required skill in the operation of a typewriter or PC. Policy and procedures are usually fixed with instructions given for new or difficult assignments. Work is performed under general supervision with leeway for the exercise of independent judgment in applying established policies and procedures.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of satisfactory clerical experience which shall have included typing.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon fingerprint and criminal history background check.

SPECIAL ACCOMODATIONS: Religious Accommodation – Handicapped Persons – Military Personnel – If special arrangements for testing are required, you must contact the Kingston Civil Service Office.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will establish knowledge, skills and /or abilities in such areas as:

SPELLING: These questions test for the ability to spell words that are used in written business communications

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

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 – ENTRY LEVEL CLERICAL SERIES:

A guide to Taking the Examination for this Series is available on the New York State Department of Civil Service Web site at www.cs.state.ny.us/testing/localtestguides.cfm OR at the City of Kingston Civil Service Office, 420 Broadway, Kingston, NY OR Call (845) 334-3921.

CALCULATOR STATEMENT: Use of calculators is **RECOMMENDED**. 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 other similar devices are prohibited.

PREPARATION/RATING OF EXAMINATIONS RULE: 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.

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must notify the Kingston Civil Service Office no later than two weeks prior to the test date of your intent to take both a State and Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For City of Kingston examinations, the Cross File form must be completed. This form is available in the Kingston Civil Service Office or online at www.kingston-ny.gov. **If you do not submit your Cross File form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

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. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days prior** to the exam date, call 334-3921.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

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. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at www.kingston-ny.gov.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the examination.

MILITARY PERSONNEL: Section 243-b of Military Law provides that 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. Section 243-c of the Military Law provides that individuals on active duty or individuals discharged from the armed forces after the filing period for an examination has begun are permitted to file an application no later than the close of business on November 3, 2014.

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.

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.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 had 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.

BACKGROUND INVESTIGATION: Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.

EQUAL OPPORTUNITY: Federal and State Law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exams with the Kingston Civil Service Commission and may be subject to other penalties as prescribed by law.