WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
383 Broadway, Fort Edward, New York 12828
Telephone (518) 746-2250  www.washingtoncountyny.gov

Examination For
SECRETARY TO THE PRINCIPAL

DATE OF EXAMINATION: MARCH 2, 2019
APPLICATI ONS ACCEPTED UP TO: JANUARY 11, 2019

VACANCIES: At present there is one vacancy in the Washington, Saratoga, Warren, Hamilton, Essex County Board of Cooperative Educations Services (BOCES). This examination is also being held to establish an eligible list for future vacancies which may occur during the life of the list.

SALARY RANGE: $27,097 - $36,980

APPLICATION FEE: There is a NON-REFUNDABLE FEE of $10.00 for this examination. (DO NOT SEND CASH). The required $10.00 fee must accompany your application. NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON 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 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 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.

RESIDENCY: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF THE WARREN, WASHINGTON, SARATOGA, HAMILTON OR ESSEX COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

DUTIES: This position involves the independent performance of a variety of secretarial duties necessary for the efficient operation of a school or program office. A full range of skills are used in the operation of a computer to compile and produce correspondence, records, reports and files. The position is characterized by managing complex record systems and by assisting the Principal and professional school staff in the performance of their more routine, highly structured duties, using frequent independent judgment in the application of prescribed methods and procedures where policies have already been established. A considerable amount of contact with the public, students, families, home school districts and/or fellow employees will require that the incumbent develops a thorough knowledge of the district/office policies and procedures and communicates in a clear and tactful manner. The incumbent reports directly to and works under the general supervision of the Principal. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written examination.

Either:
(A) Associate’s Degree in Secretarial Science, office technology or closely related field from a regionally accredited or NYS registered college; OR
(B) Graduation from a post high school secretarial or business school with a degree or certificate in secretarial science, office technology or closely related field and three (3) years of secretarial experience of which the primary function of the position involved the proficient use of a variety of computer software, including word processing, database and spreadsheet applications; OR
(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of secretarial experience involving the proficient use of a variety of computer software, including word processing, database and spreadsheet applications.

NOTICE TO CANDIDATES: USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. The use of cell phones, pagers, headphones, and any other electronic and/or communication device (e.g., smart watch, Fitbit, iPad, tablet, E-Reader, etc.) is strictly prohibited at the test site. Any use or display of these devices during the administration of the test can result in disqualification. If you have such devices with you, you must turn them off and place them out of sight. You MAY NOT use them during any restroom break you take outside of the room. Do not display these devices again until you have completed your examination and you have left the building.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:
1. 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. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

(OVER)
SECURITY TO THE PRINCIPAL – (Continued)

2. 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, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

3. Office practices - These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which typists, stenographers, secretaries, and office assistants encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions 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. 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 the calculator function of your cell phone.**

5. Spelling - These questions test for the ability to spell words that are used in written business communications.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS/BOCES:** 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 a fingerprint and criminal history background check.

**VETERANS CREDITS:** Veterans or disabled veterans who are eligible for additional credit must complete the veteran’s credit section of their application for examination and submit a copy of their DD214. This information may be submitted any time between the date of application for examination and the date of the establishment of the resulting eligible list.

-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.

-Article 5, Section 6 of the NYS Constitution, effective 1/1/14, was amended to entitle veterans who (1) used non-disabled veteran’s credits to obtain a civil service appointment or promotion with NYS or local government AND (2) subsequent to such appointment was determined to be a qualified disabled veteran, to 10 additional credits on exams, minus the number of credits already used for the prior appointment. Documentation must be provided. More information can be obtained from this civil service agency.

**Section 85(a):** "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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

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

**Section 23(2):** This 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 provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

**CROSS-FILERS:** If you have applied for any other civil service exam to be given on the same test date for employment with New York State or any other local government agency, you must make arrangements to take all exams at one test site. If you have applied for both State and local exams, you must make arrangements to take all exams at a State examination center by providing a Cross-File Application to this agency no later than three weeks before the test date. If you have applied for other local government exams, call or write to each agency to make arrangements no later than three weeks before the test date. You must notify each agency of the test site at which you wish to take your exams. For this agency you must provide a Cross-File Application.

**Religious Observer/Handicapped Persons:** If special arrangements for testing are required, indicate this on your application.

**WHERE TO APPLY:** Obtain an Examination Application, Application Fee Waiver and Certification Form and/or Cross-File Application online at www.WashingtonCountyNY.gov, by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828.