

**CITY OF NORWICH ANNOUNCES**  
**PROMOTIONAL EXAMINATION**  
**SECRETARY II**

**LAST FILING DATE:** December 16, 2016

**SALARY:** VARIES

**EXAMINATION DATE:** January 21, 2017

**EXAM NUMBER:** 76541

**VACANCY:** The eligible list will be used to fill vacancies and others for this title when they occur.

**DUTIES:** Work involves responsibility for performing highly complex clerical duties and administrative support tasks for a department head or major division. May supervise subordinates. Performs related duties as required.

**RESIDENCY:** Applicants must be a resident of Chenango County one month prior to the date of the examination. Preference in appointment may be given to resident of the hiring agency.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years permanent appointment in the position of Secretary I.

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.

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 percent's. **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.

## 6. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) .

**QUALIFYING PERFORMANCE TEST(S):** The performance test will be scheduled at a later date. Candidates who receive a passing score on the written test will be required to take the performance typing test: The typing test will consist of a test in accuracy and speed in typing at a minimum acceptable rate of 50 words per minute corrected.

### **KEYBOARD PERFORMANCE TEST WAIVER:**

If a candidate has already passed a 50 word per minute or higher keyboarding test administered by either the City, Chenango County, or New York State Civil service or the New York State Department of Labor Job Service, the performance test can be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the keyboard test, the date and the passing speed. The keyboard performance test must have been administered within the past f (1) year.

**WRITTEN RETEST POLICY:** Candidates who fail the written examination, or candidates who pass the written test and wish to improve their position on the eligible list, may apply again to take the examination after a six (6) month period has passed.

**PERFORMANCE RETEST POLICY:** Candidates who fail the qualifying performance test may make an appointment to take another form of the qualifying test. This second performance test may be taken no less than thirty (30) calendar days following the date of the initial test. Candidates who fail a second qualifying test will not be certified on the eligible list and must retake the written test.

This examination will be prepared and rated in 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 preparation and rating of examinations will apply to this examination.

The 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.

**Special Requirement for Appointment in School District 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.**

**EXAMINATION FEE:** A fee of \$15.00 is required for City of Norwich residents and \$20.00 for non-residents for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. **DO NOT SEND CASH.** Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee; or whose personal check is returned for insufficient funds; will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made 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. Examination fees are payable at the Finance Office in City Hall.

**GENERAL INFORMATION:**

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by call ((518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.

5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.

6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.

7. Falsification of any part of the Application for Examination or Employment will result in disqualification.

8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.

9. 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 be 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 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.

10. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

11. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

12. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

13. **Calculators 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, cell phones, or any similar devices are prohibited.

## **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Posted: November 17, 2016