

LEWIS COUNTY



ANNOUNCES OPEN-COMPETITIVE EXAMINATION

EXAM FILING FEE - - \$15.00

**SENIOR KEYBOARD SPECIALIST
EXAM NO. 18-200**

DATE OF EXAMINATION: January 26, 2019

LAST DAY FOR FILING: No later than close of business December 14, 2018

VACANCY: This examination is being held to fill future vacancies in Lewis County Departments and School Districts.

SALARY: Varies with location.

DUTIES: Involves responsibility for independently performing complex clerical operations and administrative support tasks for a director of a program or a unit in a division. The incumbent spends a substantial amount of time operating a personal computer and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before the last day for filing:
Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in secretarial science or a closely related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time clerical experience which involved the operation of a computer for word processing, database or spreadsheet applications; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B)

COPY OF COLLEGE TRANSCRIPT MUST ACCOMPANY COMPLETED APPLICATION.

SUBJECT OF EXAMINATION: The written test will be designed to test for knowledge, skills, and/or abilities in the following areas:

- 1. **Spelling:** These questions test for the ability to spell words that are used in written business communications.
- 2. **Grammar, usage and 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.
- 3. **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, you will be given a passage to proofread and ask questions about how to correct the errors in the passage.
- 4. **Office record keeping:** These questions evaluate 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.
- 5. **Office practices:** These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient methods used to accomplish office tasks. The questions will 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.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the performance test in typing at 45 words per minute. The typing performance test will be administered by appointment starting with those receiving the highest score. Since the performance test is qualifying (pass/fail), if you pass the performance test, your final score for the examination will be the score that you achieve on the written test. The test will be administered on a conventional personal computer (PC).

RETEST POLICY: Candidates who fail the performance test will be permitted a retest which will be given on the same day as the original performance test.

SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS

ISSUED: November 9, 2018

Nys Civil Service Senior Keyboard Specialist Exam

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Nys Civil Service Senior Keyboard Specialist Exam:

Unveiling the Magic of Words: A Report on "**Nys Civil Service Senior Keyboard Specialist Exam**"

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Table of Contents Nys Civil Service Senior Keyboard Specialist Exam

1. Understanding the eBook Nys Civil Service Senior Keyboard Specialist Exam
 - The Rise of Digital Reading Nys Civil Service Senior Keyboard Specialist Exam
 - Advantages of eBooks Over Traditional Books
2. Identifying Nys Civil Service Senior Keyboard Specialist Exam
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nys Civil Service Senior Keyboard Specialist Exam
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nys Civil Service Senior Keyboard Specialist Exam
 - Personalized Recommendations
 - Nys Civil Service Senior Keyboard Specialist Exam User Reviews and Ratings
 - Nys Civil Service Senior Keyboard Specialist Exam and Bestseller Lists

5. Accessing Nys Civil Service Senior Keyboard Specialist Exam Free and Paid eBooks
 - Nys Civil Service Senior Keyboard Specialist Exam Public Domain eBooks
 - Nys Civil Service Senior Keyboard Specialist Exam eBook Subscription Services
 - Nys Civil Service Senior Keyboard Specialist Exam Budget-Friendly Options
6. Navigating Nys Civil Service Senior Keyboard Specialist Exam eBook Formats
 - ePub, PDF, MOBI, and More
 - Nys Civil Service Senior Keyboard Specialist Exam Compatibility with Devices
 - Nys Civil Service Senior Keyboard Specialist Exam Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nys Civil Service Senior Keyboard Specialist Exam
 - Highlighting and Note-Taking Nys Civil Service Senior Keyboard Specialist Exam
 - Interactive Elements Nys Civil Service Senior Keyboard Specialist Exam
8. Staying Engaged with Nys Civil Service Senior Keyboard Specialist Exam
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nys Civil Service Senior Keyboard Specialist Exam
9. Balancing eBooks and Physical Books Nys Civil Service Senior Keyboard Specialist Exam
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nys Civil Service Senior Keyboard Specialist Exam
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Nys Civil Service Senior Keyboard Specialist Exam
 - Setting Reading Goals Nys Civil Service Senior Keyboard Specialist Exam
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Nys Civil Service Senior Keyboard Specialist Exam
 - Fact-Checking eBook Content of Nys Civil Service Senior Keyboard Specialist Exam
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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