

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

M Carnoy



Nys Civil Service Senior Keyboard Specialist Exam:

The Top Books of the Year Nys Civil Service Senior Keyboard Specialist Exam The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have enthralled audiences this year. Nys Civil Service Senior Keyboard Specialist Exam : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papan, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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Nys Civil Service Senior Keyboard Specialist Exam Introduction

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