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

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S Ben Porath

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