Announces

<u>Examination</u> Open to the Public

SENIOR CLERK
Examination #s: 62059

Date of Examination: March 5, 2022

<u>FILING DEADLINE</u> –-
Applications must be received or postmarked by: January 14, 2022

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.
Cash accepted only if paying in person; you must have the <u>exact</u> dollar amount.
Personal checks will <u>NOT</u> be accepted.

Salary: $30,000 per year (HIRE rate, County Social Services), varies with each municipality

Vacancies: The eligible lists established as a result of these examinations will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of the Herkimer County Personnel Office.

Residency Requirement: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

Duties: Performs responsible clerical work of moderate difficulty; does related work as required. This is moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants.

<u>MINIMUM QUALIFICATIONS FOR TAKING THE TEST</u>:
Candidates must meet the following requirements on or before the date of the written test:

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and two years of clerical experience; or any equivalent combination of experience and training.

<u>Subjects of examination:</u> A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

Coding/decoding information

These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:https://www.cs.ny.gov/testing/testguides.cfm.

Use of calculators is Recommended