

**MECHANICVILLE MUNICIPAL CIVIL SERVICE COMMISSION
ANNOUNCES**

An Open Competitive Examination for

Sr. Typist – Examination #2021-1

EXAMINATION DATE: March 6, 2021

LAST FILING DATE: Applications must be postmarked no later than February 22, 2021

STARTING SALARY: \$16.68/hr or \$32,526 annual

FEE: \$15.00 non-refundable application fee. The required fee must accompany your application. Send check or money order payable to Commissioner of Accounts City of Mechanicville. Write exam and social security number on the check or money order. **DO NOT SEND CASH.** No refunds will be made if the application is disapproved be sure to compare your qualifications with admission requirements and only file if you are clearly qualified. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification, and if not supported by documentation, candidates are subject to being barred from appointment.

LOCATION OF POSITION (S): The eligible list established as a result of this examination will be used to fill future vacancies as they occur in the City of Mechanicville and the City School District.

**MECHANICVILLE CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY
EMPLOYER**

Residence Requirement: Candidates must have been a legal resident of Saratoga, Rensselaer, Schenectady, Albany or Washington County for at least 12 months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who have been legal residents of the City of Mechanicville for at least ONE month prior to the date of certification.

DUTIES: The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedures and policies. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Graduation from high school or possession of a high school equivalency diploma and two years of office experience involving typing.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will test for knowledge, skills, and/or abilities in such areas as:

Spelling: These questions test your ability to spell words that are used in written business communications.

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.

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 asked questions about how to correct the errors in the passage.

Office Record Keeping: These questions evaluate your ability to perform common 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 percentages.

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 and effective 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 typing performance test. You must pass both the written test and performance test to be considered for appointment. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City of Mechanicville reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers (PCs). The computer program requires no prior knowledge of software. A written description of the software will be provided at the test site.

The test is five minutes long and is preceded by a three-minute practice session. The test passage is printed in a test booklet. Candidates enter (“key” or “type”) as much of that passage as they can during the time available.

In order to pass the test, candidates must enter the text as a rate of at least 50 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 40 words per minute, the maximum allowable number of errors is 8. (Note: A word is defined as five characters. The rating formula divides the total number of keystrokes by five to determine the number of words entered.)

If you wish to use a mechanical copy holder, you may bring one as long as it does not use any kind of magnet. No copy holders with magnets nor any other device with a magnet is permitted near the computers.

Calculators Recommended: It is recommended that calculators be used for this examination. Candidates are permitted to use quite hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital

assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

A "Guide to Taking the Examination for Entry Level Clerical (including Typist and Stenographer)" is available on the New York State Department of Civil Service website at: www.cs.state.ny.us/msd/map.html or in the Mechanicville Civil Service Office. You may call 664-8331 to obtain a copy.

Special Requirements 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.

Sabbath Observers/Disabled Candidates/Military Members: Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examinations or at any time between the dates of their application for examination and the date of establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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 examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide documentary proof indication that the service was in the time of war, as defined in Section 85 of the 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 indication veteran's credit.

CROSS FILER STATEMENT: If you have applied for any other Civil Service examination to be given on the same test date or employed with New York or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations on 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. Please 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 examination. You must notify all local Government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination.

APPLICATION AND A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE OFFICE OF THE COMMISSION, Municipal Building, 36 North Main St., Mechanicville, NY 12118, BY MAILING A SELF-ADDRESSED, STAMPED

**ENVELOPE TO THE ABOVE ADDRESS, BE SURE TO INDICATE THE
EXAMINATION NUMBER AND TITLE.**

Candidates will be notified by letter of when and where to appear to take the written test. Candidates who have not received a notice to appear for the written test three days prior to the date of the test, should call the Civil Service Commission at (518) 664-7171 ext 107.

Issue Date: January 27, 2021