

**Issue Date: 8/11/2017**

Franklin County Personnel Department Announces

**Departmental-Promotional Examination for  
SENIOR CLERK #77-719**

**TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE**

**EXAMINATION DATE: 10/28/17**

**LAST DATE TO FILE: 9/16/17**

**Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)**

**Make check or money order payable to: Franklin County Personnel Office**

Franklin County is an Equal Opportunity Employer

Calculators are: **ALLOWED (See Calculator Section)**

**If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is the candidate's responsibility to notify this office of any address change, phone numbers, etc. - Candidate must complete a "Civil Service Notification of Change Form" with our office.**

**BASE SALARY:** Varies with Municipality

**VACANCIES:** None at present, the eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur in Franklin County departments, towns, villages, and school districts under the jurisdiction of the Personnel Officer during the life of the list. Vacancies are expected to occur from time to time. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS 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.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:**

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

**IMPORTANT NOTE:** YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

**FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:**

If you have applied for multiple examinations for both State and/or Local you must fill out the cross-filer form no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, [www.franklincony.org](http://www.franklincony.org), under upcoming Civil Service exams.

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. Work is performed under general supervision. Supervision may be exercised over the work of one or more clerical staff. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Limited to current employees in the title of Clerk, Clerk/Typist, and Typist with 24 months permanent classified status where the vacancy exists.

**WRITTEN TEST:** Will cover knowledge, skills and/or abilities in such areas as:

**1. 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.

**2. Office record keeping;**

These questions test 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. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

**3. Operations with Letters and Numbers;**

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**\*Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period of fraction thereof in accordance with the following schedule:**

Less than 1 years	0 points		6 years up to 11 years	2 points		16 years up to 21 years	4 points
1 year up to 6 years	1 point		11 years up to 16 years	3 points		21 years up to 26 years	5 points

**PLEASE NOTE:** Any person, otherwise meeting the requirements for an examination who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

**CALCULATOR INFORMATION:**

Use of calculators is **ALLOWED**. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

**FILING FEE INFORMATION:**

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

**APPLICATION FEE WAIVER:** A Waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by close of business on the Application Deadline as listed on the Examination Announcement.**

**YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR YOU MAY GET ONE FROM OUR WEB SITE AT WWW.FRANKLINCONY.ORG.**

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**Applications (postmarked/received) after the last date for filing will not be accepted.**

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

Examination Announcement continued for:

Senior Clerk #77-719

If you fail to receive an admission card at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc-Must complete a "Civil Service Notification of Change Form" with our office.

**SEND APPLICATIONS AND FURTHER INFORMATION TO:**

**Franklin County Personnel Office**

**4<sup>TH</sup> - Floor-Court House**

**355 West Main Street, Suite 428**

**Malone, NY 12953**

**Phone: 481-1677 or 1665**

**[www.franklinconv.org](http://www.franklinconv.org)**

**SATURDAY SABBATH OBSERVERS - - HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.