

PLEASE POST CONSPICUOUSLY

ISSUED 11/14/2012

STATE EXAM NO. 69125
LOCAL EXAM NO. 1964

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

Examination For

SENIOR INFORMATION PROCESSING SPECIALIST (BOCES)

AN APPLICATION FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

DATE OF EXAMINATION
FEBRUARY 9, 2013

APPLICATIONS ACCEPTED UP TO
DECEMBER 21, 2012

VACANCIES: At present there is one vacancy in the Washington, Saratoga, Warren, Hamilton, Essex County Board of Cooperative Educations Services (BOCES). This examination is also being held to establish an eligible list for future vacancies which may occur during the life of the list.

SALARY RANGE: \$30,797.00

APPLICATION FEE: **There is a NON-REFUNDABLE FEE of \$10.00 for this examination. DO NOT SEND CASH. The required \$10.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please remit payment to Treasurer's office, Building B, 2nd floor.**

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) or are certified Job Training Partnership Act/Workforce Investment Act eligible through State or local social service agency. **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 the close of business on the Application Deadline as listed on the Examination Announcement.**

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY OR OF THE ENTIRE BOCES DISTRICT FOR POSITIONS WITH BOCES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

DUTIES: This position involves responsibility at the divisional or central office level of the organization to process or supervise the processing of information by operating one or more wide-area network connected computer(s) and related peripheral equipment to record, edit, store, revise and retrieve correspondence, statistics, reports, accounting and various other forms of data. Independently performs complex information processing activities often involving the utilization and manipulation of data from multifunction relational databases, managing sensitive, business related, school and student related data, as well as consistent proficient use of spreadsheet, word processing, and related application software. Does related work as required.

MINIMUM QUALIFICATIONS: **Either:**

(A) Graduation from a regionally accredited or NYS registered college or university with an associate degree in secretarial science, secretary and office studies, secretarial arts, secretarial technology, business office or computer technology; business management or accounting; or specialized training in the technology field with industry standard certification and two years full-time paid experience in the operation of information processing equipment; **OR**

(B) Graduation from high school and four years of full-time paid experience in the operation of information processing equipment. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

NOTICE TO CANDIDATES: Use of calculators is ALLOWED.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Principles of data bases for microcomputers-** These questions test for a basic background in the design and use of data bases on microcomputers. They cover such topics as data base terminology and concepts, analyzing a data base project, planning the data base, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.
- 2. Use and operation of microcomputers and related peripheral equipment-**These questions are designed to test for technical knowledge and concepts relevant to the operation of a microcomputer and associated peripheral equipment for word processing, spreadsheet analysis, data base management, data communications and other applications. The questions asked are not specific to any vendor and or any model of microcomputer.

(OVER)

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SENIOR INFORMATION PROCESSING SPECIALIST (Continued)

3. **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 on your cell phone.**

4. **Supervision-** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

5. **Training users of computers-** These questions test for knowledge of techniques for using computers and approaches to training others to use them. They cover such topics as use of computer hardware, software and applications; preparing and evaluating instruction materials; determining the level of trainees’ knowledge and the use of computers to provide instruction and feedback. The questions on training depend upon good judgment and practical experience rather than knowledge of abstract principles

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 at: www.cs.ny.gov/testing/localtestguides.cfm

VETERANS CREDITS- Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the 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 examinations. 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 appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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 including veteran’s credits.

“In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date:

- If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

- If you have applied for both State and Local government examinations, you must notify Washington County Civil service Department of your intent to take both a State and local examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations..

- If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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(s). For this examination call 746-2250

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

WHERE TO APPLY: Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward NY 12828. Telephone (518)746-2250. You may also download either application by going to www.co.washington.ny.us .

LAST FILING DATE: December 21, 2012

EXAMINATION DATE: February 9, 2013

PLACE: TO BE ANNOUNCED

TIME: 8:30 O'CLOCK A.M.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>