

PLEASE POST CONSPICUOUSLY
EXAM ISSUED ON 2/16/16

GREENE COUNTY CIVIL SERVICE
411 Main Street, 3rd Floor, Catskill, NY 12414
518-719-3253 ----- www.greenegov.com

Announces an
OPEN-COMPETITIVE EXAMINATION FOR
ADMINISTRATIVE AIDE – EXAM NO. 68521

REFER TO GENERAL INFORMATION ON REVERSE SIDE BEFORE COMPLETING APPLICATION

LAST FILE DATE: MARCH 16, 2016
(Postmarked no later than 3/16/16)

EXAMINATION DATE: APRIL 23, 2016

ADMINISTRATIVE AIDE: Currently, there is one part-time vacancy within the Greene County Soil & Water District. The eligible list established from this list will also be used to fill future vacancies as they may occur in any Greene County Department, School District or Municipality. Preference in appointment may be given to municipalities or district residents where a vacancy may occur. (C.S. Law#23, Par 4, Sub Par A).

SALARY SOIL & WATER DISTRICT: \$14.00 per hour **Salary will vary upon where vacancy exists**

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Greene County for at least six (6) months immediately preceding the date of the examination.

NON-REFUNDABLE FILING FEE: A \$15 check or money order must be submitted with your application. **CASH NOT ACCEPTED**

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical or administrative experience involving typing and computer skills.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Compiles data and background material to assist in various administrative/professional activities; Maintains and process complex records including computerized records requiring advanced knowledge of program procedures; Maintains office records and statistics using database or spreadsheet software; Schedules and arranges meetings, conferences, appointments, confidential matters special events, etc; Prepares a variety of reports related to the work; Opens, reads, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence; May compose and prepares response to letters concerning program, policies and procedures for own or administrator's signature; Type correspondences, memoranda, reports, minutes of meetings, hearings and conferences, and related material; Designs, sets up and maintain files of correspondence, documents and records; Transmits instructions from administrator to appropriate staff orally, in writing or electronically, and follows up to see that instructions are followed and deadlines are met; Screens phone calls or visitors to determine the nature of the inquiry, answers questions on established policy and procedure, and/or refers to appropriate party or office; May act as a personal secretary to an administrative head to a large unit, agency or department, including the composition of letters in reply to routine inquiries for information; May perform the more confidential aspects of the administrator's work including maintaining and processing personnel data and information such as evaluative reports, and disciplinary proceedings; May prepare and/or update lists, forms, statistical data, news releases or letters on a personnel computer and/or use web-authoring programs such as: excel, access, power-point; Operates a personal computer, peripheral equipment and other related office machines and equipment; Orders office supplies and maintains inventory of supplies and equipment.

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

- 1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test for skills and abilities in clerical 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.
- 2. 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.
- 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 of your cell phone.**
- 4. PUBLIC CONTACT PRINCIPLES AND PRACTICES:** These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
- 5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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