

**OPEN COMPETITIVE / KEYBOARD SPECIALIST
VVS CENTRAL SCHOOL DISTRICT**

EXAM # 04-23

V.V.S. CENTRAL SCHOOL

DATE OF WRITTEN EXAM: APRIL 1, 2023

SALARY: \$42,251 – DEPENDING ON EXPERIENCE

****LAST DATE TO FILE: MARCH 8, 2023**

**VACANCY: THIS LIST WILL BE USED TO FILL
FUTURE VACANCIES**

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FEE: A \$15.00 fee is required for each separate exam for which you apply. The required fee must accompany your application. Send check or money order payable to **SHERRILL CITY CIVIL SERVICE** and write the examination number on your check or money order. **DO NOT SEND CASH.** No refunds will be made, so you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are clearly qualified. An exception to the fee requirement will be made only for persons that are unemployed and primarily responsible for the support of a household. Individuals wishing to claim this waiver of fee must file a signed declaration to this fact. Such declarations are subject to later verification and if not supported by appropriate documentation are grounds for barring appointment.

**APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE OFFICE BY 3 P.M. ON THE LAST FILING DATE.
ALSO: A RESUME WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION.**

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RESIDENCY: Candidates must have been legal residents of Madison or Oneida County for at least four months preceding the date of the written test. Preference in certification may be given to successful candidates who are legal residents of the appointing jurisdiction for at least four months preceding the date of the written exam.

The typing test will no longer be given. The incumbent must be able to demonstrate an acceptable rate of typing accuracy and speed on or before the end of their probationary period.

SPECIAL REQUIREMENT FOR APPOINTMENT IN A 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.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma, **including or supplemented by a course in typing;** or
- (B) One year of clerical experience **which shall have involved typing;** or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SCOPE OF EXAMINATION: These questions are designed to test a candidate's ability in areas such as:

1. **SPELLING:** These questions test your ability to spell words that are used in written business communications.
2. **ALPHABETIZING:** These questions test your ability to file material in alphabetical order.
3. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving 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.

A COPY OF THE "GUIDE TO TAKING THE WRITTEN TEST FOR ENTRY-LEVEL CLERICAL SERIES" IS AVAILABLE UPON REQUEST FROM THE CIVIL SERVICE OFFICE, 377 SHERRILL ROAD, SHERRILL, N.Y. 13461, OR BY CALLING 363-2440.

USE OF CALCULATORS: Candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, dictionaries, or similar devices are prohibited. Also: The calculator function on a cell phone is prohibited.

VETERANS CREDITS: Veterans or disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for Veteran's credits. Anyone wishing to claim veterans credits must submit with their application a certified copy of their DD-214 from the Armed Forces of the United States. Credits will not be granted without this proof.

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 a State examination center.

The written exam is being prepared and rated by the New York State Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Rules and Regulations dealing with the rating of exams will apply.

RELIGIOUS ACCOMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application.

ADMISSION NOTICE: Approved candidates will be notified when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If the candidate is disapproved, due notice will be sent. If you have not received your admission notice three days before the date of the written test, notify this office immediately.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, HANDICAP OR NATIONAL ORIGIN.

The Vernon-Verona-Sherrill School District is an equal opportunity/affirmative action employer and does not discriminate on the basis of handicapped status in admission to, or treatment or employment in the V.V.S. Central School District's programs and activities.

ADDITIONAL CREDIT: 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 served. If you are qualified to participate in this examination and are a child of a firefighter or a 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 application deadline to provide the necessary documentation to verify additional credit. However, no credit may be added after the eligible list has been established.

Applications and additional information are available from the Personnel Officer of the City of Sherrill, City Hall, 377 Sherrill Road. Sherrill, N.Y. 13461 or by telephone 315-363-2440, or Administration Bldg., V.V.S. Central School District, Rte., #31, Verona, N.Y. 13478, or by telephone 315-829-7412.

ISSUE DATE: FEBRUARY 1, 2023

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