



**LIVINGSTON COUNTY PERSONNEL OFFICE
ANNOUNCES THE FOLLOWING
CIVIL SERVICE EXAMINATION
FOR**

SENIOR INDEX CLERK-PROM

EXAM NUMBER: 76-910

February 3, 2022

LAST FILING DATE

March 5, 2022

EXAMINATION DATE

EXAM FEE: \$10.00, paid by CASH, MONEY ORDER, CERTIFIED CHECK, CASHIER'S CHECK or FEE WAIVER. No other forms of payment will be accepted. **Fee due by last filing date.** Late fees and fees in unacceptable payment forms will NOT be accepted. The fee is non-refundable.

PAY RANGE: \$18.32-\$24.70.
LOCATION: Livingston County Clerk's Office – Geneseo, NY
DUTIES: This is moderately difficult supervisory and clerical work involving responsibility for the indexing of various documents and for the conduct of searches to obtain information for the general public. The incumbent usually performs the more difficult indexing and searching work requiring a more detailed knowledge of specific laws, office rules and procedures relating to the indexing of filing and searching for legal instruments. Supervision is exercised over subordinate personnel. Work is performed under general supervision. A Senior Index Clerk does related work as required.

MINIMUM QUALIFICATIONS: Candidates must be permanently employed in the Livingston County Clerk's Office AND must be serving and have served on a permanent basis in the competitive class immediately preceding the date of the examination for twelve months as an Index Clerk.

APPLICATION PROCESS: Submit to the Livingston County Personnel Office by the application deadline:
(1) A fully completed Livingston County Application for Examination or Employment and
(2) The exam fee or waiver request.
Applications may be obtained from the Livingston County Personnel Office or on the Personnel Department page of the Livingston County website. If you are applying for more than one exam, a separate application is required for each exam.

APPOINTING EMPLOYER(S): Appointing employers may include any and/or all of those listed in the "PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION" section later in this announcement.

EXAM SUBJECTS, RETEST POLICIES AND SCORING, ETC.

EXAM SUBJECTS: The exam is comprised of: A test designed to evaluate knowledge, skills and /or abilities in the following areas. The subjects of the exam are:

Coding/decoding information: These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

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.

Understanding and interpreting written material: These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

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.

SENIORITY WILL BE RATED AS FOLLOWS: Less than 1 year - 0 points, 1 year up to 6 years - 1 point, over 6 years up to 11 years - 2 points, over 11 years up to 16 years - 3 points, over 16 years up to 21 years - 4 points, over 21 years up to 26 years - 5 points.

EXAM SCORE: Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for the length of the eligible list unless the candidate is appointed from the list or declines appointment from the list.

ADMISSION NOTICE: All applications will be reviewed as they are received. If there is a problem with your application, you will be notified in writing (i.e. by e-mail or first class mailing) and given an opportunity to submit additional information to support your application within seven (7) calendar days following the date of the notification. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice three days before the date of the exam, call the Livingston County Personnel Office.

PERMISSIBLE TOOLS/EQUIPMENT FOR USE DURING WRITTEN EXAM: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery operated calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, phones and any similar devices are *not* permitted. You may not bring books or other reference materials into the exam room. Any phones that are brought into the exam room must be out of sight and silenced for the duration of the exam. Candidates may not use such phones in any way during the exam.

EXAMINATION RATING: 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 the New York State Civil Service Rules and Regulations dealing with the rating of examinations apply to this written test.

EXAM GUIDE: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the Livingston County Personnel Office. If you wish to order a guide by mail, send your request with a self-addressed stamped envelope to the Livingston County Government Center, Personnel - #206, 6 Court St., Geneseo, NY 14454-1043.

GENERAL INFORMATION

EDUCATIONAL DEGREE: If an educational degree¹ is a minimum qualification for this title, you may be approved to take the examination if you have not received the degree but expect to receive it no later than the date of the examination. In order to be conditionally approved, you will need to clearly indicate on your application for examination the degree you expect to receive and the date on which you expect to receive it. If your application is conditionally approved, you will be issued an admission letter and will be permitted to take the examination on the scheduled date. Within thirty (30) calendar days following the date of the examination, you must provide to the Livingston County Personnel Office written proof of your receipt of the required educational degree. Failure to do so will result in the disapproval of your examination application. Candidates whose applications are disapproved will not have their names placed on the eligible list resulting from the examination, regardless of their performance on the examination, nor will they be eligible for permanent appointment to positions for which such eligible list is certified. Exam fees will not be refunded.

EXAM LOCATION: Livingston County Government Center unless another location is noted in the admission notice.

TAKING MULTIPLE EXAMS: Persons also applying for examinations offered by another Civil Service agency within New York which are held on the same date must complete a cross filer form, available from the Livingston County Personnel Office, which will provide for special arrangements.

Arrangements must be made to take all examinations at one test site. Unless this form is filed with the Livingston County Personnel Office at least three weeks prior to the exam date, we cannot ensure that such arrangements will be made. Candidates taking multiple exams on the same date with Livingston County do not have to file a cross-filer form.

Candidates taking more than one exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight hours. Example: candidates taking one exam which allows six hours and another exam in a different series which allows four hours, you must complete both tests in eight hours, but you can spend no more time on each exam than the time allotted for that exam.

¹ An "educational degree" is an Associate's, Bachelor's, Master's or Doctorate degree issued by a New York State or regionally accredited college or university.

APPLICATION FEE: The fee is non-refundable. Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without a fee. No refunds will be made if your application is disapproved or you fail to appear for the test.

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 a State or local social service agency. All claims for application fee waiver are subject to verification. To request a 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 this announcement. Application waiver forms are available at the Livingston County Personnel Office.

VETERANS CREDITS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not used their credits may make application for their use. The Veterans Credits application form is available at the Personnel Office or on our website at www.livingstoncounty.us/departments.htm. Applications for veterans credits must be accompanied by a copy of the candidate’s DD214 Member 4 form.

CHILDREN OF FIRE FIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 exam for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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. No credit may be added after the eligible list has been established.

DISABILITY ACCOMMODATIONS: Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated. To request accommodation, candidates must complete a Livingston County Civil Service Exam Accommodation Request form and submit it to the Livingston County Personnel Office at least two weeks prior to the date of the exam. Forms may be obtained from the Personnel Office.

RELIGIOUS OBSERVER ACCOMMODATIONS: If you need an alternate test date because you are a Religious Observer (for religious reasons, cannot be tested on date of examination(s)), you must provide written notice of your need to the Livingston County Personnel Office by the application deadline. Such notice must include: (1) the exam title, (2) the exam number, and (3) the reason(s) why you cannot take the exam on the scheduled date. The request must be supported by documentation regarding your need.

ACTIVE MILITARY MEMBERS: Special testing arrangements may be available to applicants who are active military members. For further information contact the Livingston County Personnel Office before submitting an application.

ALTERNATE TEST DATE: Under very limited circumstances, a candidate may be allowed to take an exam on an alternate test date. If you cannot take the exam on the scheduled date, please consult the Livingston County Alternate Test Date Policy which may be viewed on the Personnel Department page of the Livingston County website, www.livingstoncounty.us. In general a request is due to the

Personnel Office two weeks before the examination date. Requests that are not made in a timely manner will be disapproved.

CANDIDATE NAME AND ADDRESS CHANGES: It is the responsibility of the candidate to notify the Livingston County Civil Service Office of any changes of name and/or address. **NO** attempt will be made to locate candidates who have moved.

EQUAL EMPLOYMENT OPPORTUNITY: Livingston County is an Equal Opportunity Employer. Discrimination on the basis of a protected classification is prohibited with respect to all aspects of employment. Protected classifications include: race, color, sex, sexual orientation, religion, age, national origin, marital status, disability, veteran status, genetic information, domestic violence victim status, gender identity and gender expression, or for any other reason prohibited by law.

PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION: The following public employers are under Livingston County's Civil Service jurisdiction and use Livingston County's eligible lists to fill competitive class positions:

County: Livingston.

Libraries: Bell Memorial Library, Dansville Public Library, Wadsworth Public Library.

Villages: Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mt. Morris, Nunda.

Towns: Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mt. Morris, N. Dansville, Nunda, Ossian, Portage, Sparta, Springwater, West Sparta, York.

Schools: Avon, Caledonia-Mumford, Dansville, Geneseo, Keshequa, Livonia, Mt. Morris, Wayland-Cohocton, York.

Special Districts: Genesee Valley BOCES, Livingston County Water and Sewer Authority.

FURTHER INFORMATION: Contact the Personnel Office or visit the County's website at:

Livingston County Personnel Office
6 Court St., Room 206
Geneseo, NY 14454
(585) 243-7570

Livingston County website, Personnel Dept. page
www.livingstoncounty.us/departments.htm

Date Posted: January 10, 2022