

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Data Entry Machine Operator

EXAM NO: 20207

SALARY: 2014-15 Rate: \$13.83/hour

EXAM DATE: 10/19/15

ISSUE DATE: 09/16/15

THE FINAL DATE TO FILE APPLICATIONS: 10/01/15

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/20/15

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six contiguous counties for at least one month immediately preceding the date of application and maintain residency throughout the life of the eligible list. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Data Entry Machine Operator located at Dryden Central School. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS No later than the final filing date announced, the applicant must demonstrate -

- (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in data entry; **OR**
- (b) Six months of full time paid (or the equivalent part-time and/or volunteer) experience in the operation of a data entry equipment; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for tasks requiring speed and accuracy in the operation of a data entry machine in processing and/or verifying data for computer storage. The incumbent manipulates an alphanumeric keyboard to describe data from source documents to magnetic tape, disc or directly into a computer. The activities of employees in this class provide direct support to

professional and technical staff operating agencies data processing equipment. The work is performed under direct supervision following well-defined and structured procedures. Supervision over the work of others is not a responsibility of an employee in this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Scans source documents and, in accordance with specific program instructions, transcribes selected data onto magnetic tape, disc or directly into computer by manipulating the alphanumeric key portion of the machine;
Locate proper source data files and make changes, additions or corrections;
Searches and retrieves data from computerized records using the data entry equipment;
Records requested information on an appropriate form or other document or relays the data to the requester orally;
Maintains logs and other controls of source materials associated with data input, output, and final format;
Notifies supervisor of machine malfunctions;
Visually compares data previously entered and printed on computer generated copy with source documents to identify and correct errors;
Cleans and performs routine maintenance to external working parts of data entry machine operation;
May operator decollator, burster, printer, typewriter, copier, or other office equipment;
Prepares a variety of records and reports related to the work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment;
Working knowledge of the theory and practices of data entry;
Ability to operate a data entry machine at an acceptable rate of speed and accuracy;
Ability to perform close detail work involving considerable visual effort and strain;
Ability to follow simple oral and written direction;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

COMPLETE SCOPE OF THE EXAMINATION:

The test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using simulated databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test. When you begin the testing program you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test.

The Test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount entered and on the accuracy of those entries. You must pass the performance test to be eligible for appointment.

DATES OF THE EXAMINATION:

The examination will be held Monday through Friday starting October 19, 2015 until all of the candidates who have applied on or before October 1, 2015, have had an opportunity to test. Approved candidates will be sent a letter or e-mail requesting that they schedule a time slot for testing. A limited amount of flexibility will be allowed when scheduling. First responders will have first choice of when they would like to test. All testing will be finished by October 23, 2015 and no further testing will be allowed after this date for this examination.

FAILURE TO RESPOND TO THE LETTER/E-MAIL REQUESTING THAT YOU SCHEDULE A TIME TO TAKE THE TEST WILL RESULT IN DISQUALIFICATION.

RETESTING WILL NOT BE ALLOWED WITH THIS EXAMINATION.

THE KEYBOARD:

The keyboard will consist of a standard IBM or IBM compatible keyboard

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850