

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources 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**

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**TITLE:** Transportation Secretary

**EXAM NO:** 65569

**SALARY:** \$13.05 per hour

**EXAM DATE:** 03/03/18

**ISSUE DATE:** 01/10/18

**THE FINAL DATE TO FILE APPLICATIONS:** 01/25/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/04/18

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination 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.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION**

### **LOCATION OF POSITION/VACANCIES:**

There is currently one vacancy in the title of Transportation Secretary located at Lansing Central School. The eligible list resulting from this examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree in secretarial science or closely related field and two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting which must also have involved typing using a typewriter, word processor or personal computer; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting which must also have involved typing using a typewriter, word processor or personal computer; **OR**
- (c) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

**NOTE:** An incumbent in this position may be required to serve as a substitute bus driver on occasion. If this is a requirement of the school district, an appointee will be required to obtain a New York State Commercial Drivers License Class B with P endorsements and a New York State Education Department school bus driver certification prior to the end of the probationary period.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is mainly responsible for independently performing complex clerical operations in support of the Dryden and Trumansburg Central School's Transportation Department. The incumbent may also be required, in an emergency, to substitute as a school bus driver in the absence of regularly scheduled drivers. The clerical duties will consist of, but will not be limited to: database maintenance, manipulation and report preparation; computerized record keeping; word processing; reception duties; radio dispatch; route, driver, field trip scheduling; and filing. The work calls for the frequent exercise of independent judgment and the application of departmental policies when giving out information. Employees in this class work under the general supervision of the Transportation Supervisor. The incumbent will perform all other related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Uses a personal computer to maintain the Transportation Department's database;
- Manipulates a database to generate such reports as: routing; accounts payable and vendor information; outside billing; field trip schedules; vehicle maintenance/inventory; driver time analysis; budget analysis; student transportation discipline files; vacation, sick, seniority, personal time and payroll records.
- Answers telephone calls, takes and forwards messages;
- Answers general questions regarding established transportation policy and refers more technical problems and questions to the supervisor;
- Receives changes in student routing from schools, parents and/or drivers, records, distributes and appropriately files student routing information;
- Receives and transmits necessary radio communications to drivers and transportation staff as needed and in accordance with FCC rules and regulations;
- Follows policy/contract guidelines to cover bus run shifts in need of substitute bus drivers;
- Posts field trip lists and assigns drivers in accordance with established district contract/policy;
- Performs paper and electronic file maintenance;
- Maintains a petty cash account;
- Uses a word processing program to prepare various Transportation Department correspondence and the Daily Bulletin;
- Receives Transportation Department mail and messages, opens and/or distributes as appropriate;
- Operates a school bus as a substitute driver as needed.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of general office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Working knowledge of the operation of a two way radio communication system including FCC regulations;
- Skill in operation of a bus under a variety of driving and road conditions;
- Ability to handle routine administrative details independently, including the composition of reports, letters and memoranda;
- Ability to understand and carry out complex oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor, or personal computer at an acceptable rate of speed;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to work effectively with a variety of adults and children;
- Confidentiality, flexibility and tact are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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**Complete Scope of the examination and Expanded subtest descriptions:**

## 1. Grammar/Usage/Punctuation

The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for a knowledge of the correct placement of punctuation marks in sentences. You will be presented with sets of four sentences from each of which you must choose the sentence that contains a grammatical, usage, or punctuation error.

## 2. Keyboarding practices

These questions test for a knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style for numbers, and common proofreading marks. In addition, there will be a passage to proofread followed by questions on how to correct the errors in the passage.

## 3. Office practices

These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which typists, stenographers, secretaries, and office assistants encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks: The questions cover such topics as planning work flow; setting priorities; dealing effectively with staff, visitors, and callers; filing and retrieving information; safeguarding confidentiality; using office equipment; and making procedural decisions and recommendations which contribute to a well-managed office.

## 4. 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 solarpowered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

## 5. Spelling

These questions test for the ability to spell words that are used in written business communications.

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 online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

## 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 Department of Human Resources 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 Department of Human Resources 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-FILING - 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 Department of Human Resources 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