

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

TITLE: Copy and Mail Center Attendant

EXAM NO: 10305

SALARY: \$19.453 per hour 2017-2018 Hire Rate \$19.893 per hour 2018-2019 Hire Rate

EXAM DATE: 09/10/18

ISSUE DATE: 08/10/18

THE FINAL DATE TO FILE APPLICATIONS: 08/25/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/15/18

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 WILL BE ALLOWED FOR THIS EXAMINATION.

Location of Position:

There is currently one vacancy in the title of Copy and Mail Center Attendant located at Tompkins Cortland Community College. The eligible list resulting from this decentralized 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 high school or possession of a high school equivalency diploma; **OR**
- (b) Any combination of education, training and/or experience equal to or greater than that described above.

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level clerical position within the Copy & Mail Center with responsibility for properly receiving, handling, sorting and delivering in-coming and out-going mail and packages. This semi-skilled work includes responsibility for the operation, cleaning, and routine maintenance of photocopying and mail machines. The work involves the use of a postage meter for various classes of mail and the incumbent is responsible for determining the appropriate rates, according to the class of mail, and for making correct settings on the machine before each run. The work also involves the operation of a variety of automated office machines such as hole punches, laminators, folders and cutters. All machines, instruments and equipment require basic

coordination and/or operating knowledge/skill. The employee in this class works under the direct supervision of a Senior Copy and Mail Center Attendant and the Campus Technology Service Coordinator. Supervision of others is not generally a function of this class. Internal contacts are with employees in the immediate work unit or closely related units and are required to fulfill basic work objectives. There is no significant external contact but if so, it would be incidental contact with suppliers or the general public involving routine communication and/or exchange of information. The incumbent will perform all related duties as required and directed by the supervisor.

TYPICAL WORK ACTIVITIES:

- Prepares packages for shipment by parcel service or other commercial delivery service;
- Completes black and white or color copying via Fiery software as requested;
- Receives, sorts, and distributes all incoming mail;
- Collects, sorts, applies appropriate postage to all outgoing mail;
- Picks up and delivers interdepartmental mail;
- Delivers bulk and pre-sort mail to post office;
- Operates postage meter to stamp out-going mail according to class of mail and current rates;
- Collects postage due mail and certified mail for departments;
- Ability to operate finishing equipment;
- Assists with maintaining records of all copy jobs performed, supplies issued, and postage used on a departmental basis for the preparation of chargebacks;
- May type or enter data into a computer terminal;
- Costs completed work and estimates costs of work requested using prepared price lists;
- Maintains inventory of paper, toner and other supplies;
- Delivers paper, toner and other supplies as needed;
- Maintains security on exams or other confidential material;
- May be responsible for distributing finished copies or other materials.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business arithmetic and English;
- Working knowledge of inventory control procedures;
- Ability to compute postal rates;
- Ability to follow oral and written instructions;
- Ability to deal courteously with the public, both in person and through the use of a telephone;
- Ability to maintain accurate reports and records;
- Ability to lift moderately heavy items such as mail bags and boxes;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Minimal ability to type;
- Initiative, resourcefulness, neatness, tact, courtesy and good judgment required;
- Clerical aptitude;
- Accuracy, tact and courtesy are required characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

The work requires minimal physical effort. The employee must be able to sit or stand for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of mail, office supplies and paper goods up to twenty pounds. The job involves minimal visual effort, but the incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise demonstrate the ability to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job.

Mental:

The job involves only moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority and/or occasional rush orders and/or conflicting deadlines. Interpersonal skills are basic and must be sufficient to give or receive facts or information on routine activities and to respond to simple requests for information.

Environmental:

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. As a result, there is minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. There is some minimal risk of injury or illness associated with this job.

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This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**1. ALPHABETIZING:**

These questions test your ability to file material in alphabetical order.

2. 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.

TESTING FORMAT:

This decentralized examination may be given in a written form or it may be administered on a personal computer (PC). The preferred method is computerized testing on a PC in our testing facility. The Personnel Office will select the testing format and candidates will be notified by letter or e-mail no later than 7-10 days before the examination. Examinations will be administered on weekdays; other testing days may be arranged as necessary. Tompkins County reserves the right to terminate this continuous recruitment program and re-establish the periodic announced date type of examination.

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