

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## PROMOTIONAL

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:** Administrative Services Coordinator (Promotional)

**EXAM NO:** 79477

**SALARY:** \$24.93 per hour - 2018 Hire Rate

**EXAM DATE:** 10/13/18

**ISSUE DATE:** 08/16/18

**THE FINAL DATE TO FILE APPLICATIONS:** 10/05/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/14/18

**RESIDENCY WAIVED**

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

### **Location of Position:**

There is currently one vacancy in the title of Administrative Services Coordinator located at the Tompkins County Probation Department. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

### **PROMOTION QUALIFICATIONS:**

This is a departmental promotion opportunity admitting only current employees of the Tompkins County Probation Department. No later than the filing period announced, the applicant must currently hold, and have continuously held, at least two years of full-time (or the equivalent part-time) permanent and/or contingent permanent competitive class status in the title of Administrative Assistant - Level 4 (old title Administrative Assistant).

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is complex clerical work involving responsibility for the performance of a number of varied and unrelated accounting and administrative tasks. The essential nature of the work includes the general understanding of County policies and procedures and the use of independent judgment on detailed research projects. The incumbent assists a more senior staff member in developing, reviewing, administering, and assessing policies related to the budget and various policies and procedures. Internal and external contacts occur on a regular basis with interaction between senior level and management staff in both County departments and other agencies under the County's jurisdiction. This position routinely utilizes a high level of computer skills including a variety of word processing, graphic applications, and spreadsheet software. The employee also provides departmental support for equipment and software usage and maintenance. Unusual problems or situations, not previously encountered, are referred to the supervisor before action is taken. The work is performed under the general supervision of the Department Head, however, a considerable amount of autonomy and independent judgment is exercised when performing the duties assigned. Depending on the

location, an employee in this class may serve as a lead worker or supervise assigned staff within the department. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Performs all support functions under the direction of a senior staff member in preparation of the County or departmental budget including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs;
- Provides guidance and training for agency staff who submit budgets;
- Provides information about the County's and/or department's administrative policies procedures;
- Provides cross-functional program support to the various departments of the County;
- Provides staffing resources on special projects as necessary;
- Analyzes and evaluates both in-house and through consultant services, new initiatives and best practices in order to facilitate the creation of significant cost savings;
- Interacts directly with internal and external customers on behalf of the department in carrying out the policies of the department;
- Assists in developing, reviewing, administering and assessing policies related to budget, program and agency procedures;
- Performs cost studies and financial analysis for special projects and research assignments;
- May conduct training on office procedures, with emphasis on computer related usage and data base management;
- Provides support for the department use of the budget on the Financial Management System;
- Maintains various databases to include generating specific reports;
- Manages departmental revenues and expenditures and processes requisitions and vouchers for payment;
- Prepares material and budget studies for various Board resolutions and budget adjustments;
- Reads incoming mail, conducts general correspondence and routes balance to proper official or unit and manages equipment service and supplies (copier, fax, printers, phones etc.);
- Disseminates large mailings and departmental communications;
- Produces multi-media transmissions and presentations.

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

- Thorough knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of the organization, functions, laws, policies and regulations of the County Board and the Department to which assigned;
- Good knowledge of budget and accounting procedures;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems;
- The employee's physical condition shall be commensurate with the demands of the position.

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### **SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

#### 1. Evaluating conclusions in light of known facts:

These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

#### 2. Preparing written material:

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of

order. You must then choose, from four suggestions, the best order for the sentences.

3. Understanding and interpreting tabular material:

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

4. 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.

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: <https://www.cs.ny.gov/testing/testguides.cfm>

**SENIORITY:**

One (1) point will be added to each passing score for every five (5) years of permanent classified service according to the following schedule:

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
etc. . . . .	

## 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