

BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA
60 HAWLEY STREET, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

**OPEN COMPETITIVE EXAMINATION FOR
DATA ENTRY MACHINE OPERATOR
(Corrected minimum qualifications and location of work)**

Exam Number: 20-317

EXAMINATION DATES: March 17th, 18th, 19th, 20th, 2020

★DEPENDING ON THE NUMBER OF CANDIDATES, OTHER DATES MAY BE NECESSARY★

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: February 26, 2020

***Processing Fee:** Twenty dollar (**\$20.00**) non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

★**THE RANKING PERFORMANCE TEST WILL BE GIVEN IN THE BROOME COUNTY DEPARTMENT OF PERSONNEL ON THE THIRD FLOOR OF THE BROOME COUNTY OFFICE BUILDING, 60 HAWLEY STREET, BINGHAMTON.**

CANDIDATES WILL BE SCHEDULED AS APPLICATIONS ARE RECEIVED. TESTS WILL BE GIVEN AT 9:00, 11:00, 1:00 AND 3:00 ; IF CANDIDATES HAVE A PREFERENCE FOR A CERTAIN DATE OR TIME, THEY SHOULD INDICATE THEIR PREFERENCE EITHER ON THE EXAMINATION APPLICATION OR BY ATTACHING A SEPARATE SHEET OF PAPER. FAILURE TO SUBMIT A PREFERENCE REQUEST WILL RESULT IN CANDIDATES BEING ASSIGNED A DATE AND TIME. WE WILL ACCOMMODATE PREFERENCE REQUESTS WHERE POSSIBLE.

***Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2185.**

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at www.gobroomecounty.com.**

MINIMUM SALARY	VACANCIES**	LOCATION OF WORK
\$13.0820/hour (2019 rate)	2	Broome County Department of Social Services

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies, as they occur, in all Broome County departments, towns, villages, school districts, and special districts under the jurisdiction of the Broome County Personnel Officer.

**Vacancies – Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES: This position involves the performance of 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 transcribe 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 an agency's 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 employees in this class. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

"The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm.

SUBJECT OF EXAMINATION: There will be no written exam for this title. The examination will consist of a ranking performance test as follows: 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 pre-established 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.

Ranking Performance Test: THERE IS NO RETEST AVAILABLE.

The test has three parts, each of which includes a practice session and an actual test session. Each practice session lasts five minutes and each test session is ten minutes long. The candidate can stop the practice session before the five minutes, if he/she cares to. The entire test requires about 60 minutes.

- Part One concerns data that is all numeric, such as telephone numbers.
- Part Two concerns data that is all alphabetic, such as names and titles.
- Part Three concerns alphanumeric data, such as street addresses

Candidates must bring their picture ID and two sharpened #2 pencils to the 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 will apply to this written test.

Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date. If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

Religious accommodation/handicapped candidates/military personnel: If special arrangements for testing are required, indicate this on your application form.

Military Personnel: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a make-up examination. Requests must be received no later than 60 days after leaving active service in most cases. Please contact the Broome County Department of Personnel for more information.

Special Requirement for Appointment in School Districts and BOCES:

Per 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.

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.

Children of Firefighters 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 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 a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

OC Exam Form 2020

Date of Issue: 2/10/20

Data Entry Machine Operator-OC