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
# SECRETARY TO THE DISTRICT ATTORNEY

**Exam Number**: 65-447

**EXAMINATION DATE**: February 6, 2021

**ORIGINALLY SCHEDULED FOR MARCH 28, 2020**
**APPLICANTS WHO APPLIED FOR THE MARCH 28th EXAM - DO NOT NEED TO REAPPLY**

**LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*:** December 16, 2020

***Processing Fee:** Twenty dollar **($20.00)** non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, 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. ***Only applications which are post-marked on or before the last date to file will be accepted. ALL INTER-DEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE, NO EXCEPTIONS. 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 778-2222 or 778-2276.**

**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 |
|---|---|---|
| $35,074 | 1 | Broome County Office of the District Attorney |

**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 complex and confidential clerical, secretarial and administrative support functions for the District Attorney. The position involves the performance of a variety of tasks requiring the exercise of independent judgement and a general understanding of legal procedures and administrative policies, as well as a high degree of accuracy, performance and tact. The work also involves responsibility for assisting the District Attorney and Assistant District Attorney with the preparation of all legal papers. Work is performed under the general supervision of the District Attorney or Assistant District Attorney, with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Supervision may be exercised over subordinate clerical employees. Does related work as required.

**MINIMUM QUALIFICATIONS**:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two years of clerical experience, one of which involved legal clerical work, in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR

B) Graduation from high school or completion of a general equivalency diploma and four years of clerical experience, one of which involved legal clerical work, in an office setting which involved using a typewriter, word processor or personal computer and transcribing of dictation; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**Anticipated eligibility:** If you expect to complete the educational requirement by August 31, 2021**,** you can be admitted to this examination. If

successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Broome County Department of Personnel. Proof must be submitted by October 31, 2021; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

**SUBJECT OF EXAMINATION**:

**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.

**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.

**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.

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

**Legal terminology, documents and forms**
These questions test for the ability to recognize definitions of specific common legal terms or the term which fits a certain description. The questions are presented in various forms such as simple definitions, examples of terminology, and the use of this terminology within documents and forms related to the legal field.

**Working with office records**
These questions test your ability to work with office records. 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 numerical data from several sources; 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 solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

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 on line at: https://www.cs.ny.gov/testing/testguides.cfm

**PERFORMANCE TEST: The date of the typing performance test will depend on the number of candidates. Due to the large number of candidates expected for this date, the test will not be given on February 6, 2021. You will be notified at a later date of the performance test. The typing test will consist of a test of accuracy and speed of typing at a minimum acceptable rate of 45 words per minute. The test will be administered on a computer keyboard. No knowledge of computer operation or any specific software program is required. Should you fail the first typing test; a second test will be offered to you immediately. The typing performance test will be waived for candidates who have already passed a typing performance test administered by a New York State Municipal Services Agency (ie: Broome County, City of Binghamton, etc.) at a rate of 45 words per minute since February 5, 2019. Waivers for typing performance tests must be submitted with your examination application. If your waiver is not acceptable, you will be notified by mail. Admission notices will be mailed to all approved candidates approximately one week prior to the test.**

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATOR IS ALLOWED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**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 both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf and should be submitted at least two weeks prior to the examinations. Failure to submit the cross-filing form in a timely manner may result in our not being be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will examinations.

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

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the 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: 11/30/2020
Secretary to the District Attorney-OC