



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION FOR:

Title: Senior Office Assistant

Number: 88898010

Salary: \$43,408 – Dutchess County (CSEA 2024 Salary)
\$47,614 – Dutchess County (DCSEA 2025 Salary)

Date of Examination: 03/01/2025
Applications Accepted Until: 01/16/2025
Applications postmarked 01/16/2025 will be accepted.
Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**
NOTE: When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

NOTE: A Promotion examination is being given in conjunction with this Open Competitive examination. The Promotion eligible list will be certified **FIRST**.

MINIMUM QUALIFICATIONS: On or before March 1, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications:
Graduation from high school or possession of a high school equivalency diploma **AND:**
Two years of full-time clerical work experience, which involved keyboarding.

NOTES:
1. College education may be substituted for the required experience for up to two years with thirty credit hours being equivalent to one year of experience.
2. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

Anticipated Eligibility – Age and Educational Requirements:
According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

SPECIAL REQUIREMENTS:
1. Candidates must indicate keyboarding ability, i.e., courses in keyboarding or keyboarding work experience.
2. In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

DUTIES: This is a mid-level position responsible for providing secretarial and clerical support services to a unit or department. While actual duties may vary according to each unit's needs, the incumbent primarily provides skilled keyboarding services in addition to a range of clerical support functions. The position differs from Office Assistant in that the services it provides tend to be broader and more complex. Typically, the incumbent may work for a satellite office, providing some administrative support to a unit leader, or limited supervision to another clerical support position. The incumbent may be expected to be more familiar with policies relating to the administration of the county or the department. The position differs from Supervising Office Assistant in that any supervision exercised tends to be limited and over a much smaller unit. The work is performed under general departmental guidelines, with some input in the development of unit related procedures in relation to record keeping and support procedures. Supervision may be exercised over the work of lower-level employees, including the assignment and review of work and scheduling for coverage. **EXAMPLES OF WORK (Illustrative Only):** Performs clerical support functions for a unit or satellite office, including skilled keyboarding, reception, record maintenance, and database management; prepares reports or summations concerning unit's or program's activities; takes minutes and prepares summary notes for unit meetings; prepares and maintains manual covering unit procedures, standards and operations; processes records for unit including such activities as checking for compliance with accepted procedures, transposing or disseminating information, logging records or coordinating the scheduling of appointments; may supervise or provide direction to another clerical employee.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:
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.

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

Office practices 01
These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which office support staff, typists, and secretaries encounter in their work, as well as knowledge of efficient and effective methods used to accomplish office tasks. The questions will cover such topics as planning workflow; 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.

Test guide:
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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at:
<https://www.cs.ny.gov/testing/testguides.cfm>.

The use of calculators is **RECOMMENDED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

*****IMPORTANT
ISSUED: 12/23/2024

SEE REVERSE

IMPORTANT*****

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-File Form**, available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

| | | | | | |
|----------|----------|-----------|--------|---------|----------------|
| WEOK/WDH | WKIP/Q92 | WBNR/WSPK | WCZX | WGNV | WRWD/WBWZ |
| 1390AM | 1450AM | 1260AM | 97.7FM | 1220AM | 107.3FM/93.3FM |
| 101.5FM | 92.1FM | 104.7FM | | 103.1FM | |

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans’ credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans’ application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“HOW TO TAKE A WRITTEN TEST” and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.