

Salamanca Civil Service Commission

Open Competitive Examination

DATA ENTRY OPERATOR #2010-2

VACANCY: Resulting Eligible List may be used to fill vacancies which may occur in the Salamanca Central School District.

SALARY: \$7.25 an hour

EXAMINATION DATE: September 11, 2010

FINAL FILING DATE: August 27, 2010

Applications received by mail must be postmarked no later than August 27, 2010.

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SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

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 as involving direct contact with students, **A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

RESIDENCY: Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

Distinguishing features of the class:

- Transcribes, enters and verifies data from source documents directly to a computer.
- Sets up data entry transcribing equipment by manipulating keys to call special programs and formats.
- Performs routine coding incidental to the mechanical recording of data.
- Operates data entry equipment to enter, verify, search, modify and update modes.
- Where appropriate, verifies for correctness data transcribed as displayed on optical scanner screen.
- Cleans and maintains external moving parts of machine, replaces ribbons.
- Performs related clerical work.
- Operates related office and electronic data processing equipment.

MINIMUM QUALIFICATIONS:

- a) Graduation from high School or possession of a high school equivalency diploma and one (1) year experience in the operation of data entry equipment;
or
- b) Successful completion of an acceptable course in the operation of data entry equipment and six (6) months experience in the operation of data entry equipment;
or
- c) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SUBJECT OF EXAMINATION: (Written/Performance Test) Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. **SPELLING:** These questions test your ability to spell words that are used in written business communications.
2. **ALPHABETIZING:** These questions test your ability to file material in alphabetical order.
3. **RECORD KEEPING:** These questions evaluate your ability to perform common record keeping tasks. 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 data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
4. **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.

Performance Test

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 simulated 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. When you begin the testing program you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test.

The test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating on this test will be based on the amount of data entered and on the accuracy of those entries. Your score

DB Clerk will be given on a pass/fail basis. Your score for the examination as a whole will be based on your score for the written portion of the examination.

Use of Calculators: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators or slide rules. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited, as is the use of books or other reference materials.

FEE REQUIRED: The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is Ten dollars (\$10) per applicant. The amount of the fee is Ten dollars (\$10) per applicant for EACH examination applied for, payable to the “City of Salamanca Civil Service” APPLICANTS MUST RECORD THE EXAMINATION NUMBER (S) AND TITLE ON THEIR CHECKS. Refunds will be granted prior to the date of the exam only to applicants who are disapproved by this Commission. No refund will be granted to applicants who do not appear for the testing on the scheduled examination date.

AN EXAMINATION FEE OF \$10.00 MUST ACCOMPANY EACH APPLICANT.

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. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

Saturday Sabbath Observers-Physically-Challenged Individuals-Active Military Member: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and physically-challenged candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send request for an alternate test date to our office as soon as possible before the test date. Military Service members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. Contact our office for more information. If you are on active duty or discharge after the filing period has begun, you may apply for the examination up to ten days before the test date.

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.

VETERANS: Disabled and non-disabled war veterans who qualify for Veteran’s credits must file an application for such credits and furnish proof of honorable discharge and percentage of disability, if any before the eligible list is established. Applications for Veteran’s credits can only be added to a passing score on the examination one time. Effective January 1, 1998, the United States Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the Candidates to provide appropriate documentary proof that the service was in time of war, as defined in Section 85 of Civil Service Law. And that the candidate received an honorable discharge or was released under honorable conditions in order to be certified as a score including veteran’s credits.

Any member of the Armed Forces of the United States, who have duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who, due to active military, is deprived of the opportunity to compete under the terms and

conditions deemed appropriate by the State Department of Civil Service of Municipal Commission by way of a special military make-up examination.

This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Applications will be accepted up to August 27, 2010 and may be obtained from the Civil Service Commission, 225 Wildwood Avenue, Salamanca, NY 14779 or phone (716) 945-4250, office hours Monday – Thursday, 6:00am – 10:00am, Friday, 6:00am - 9:30am.

Approved applicants will be sent a written notice when and where to appear to take the test. If you do not receive the notice 3 days before the exam date, contact the Salamanca Civil Service Commission immediately at (716) 945-4250

CITY OF SALAMANCA; AN EQUAL OPPORTUNITY EMPLOYER

Issued: July 26, 2010