



*"History's Hometown"*

CITY OF AUBURN

Civil Service Commission

Issued: August 9, 2021

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of an open competitive examination - Decentralized  
Examination #20-212

**KEYBOARD SPECIALIST**

EXAMINATION DATE: February 9, 2019

LAST FILING DATE: January 30, 2019

APPLICATIONS MUST BE POSTMARKED NO LATER THAN: January 30, 2019

Salary: City of Auburn:

\$33,183 - \$47,929 - 35 hour

\$37,923 - \$54,776 - 40 hour

Auburn Enlarged School District: Per contract

Auburn Housing Authority: Per contract

**MINIMUM QUALIFICATIONS:**

Candidates must meet the following requirements on or before the date of the written examination:

- A. Graduation from high school or possession of a high school equivalency diploma; including or supplemented by a course in typing/keyboarding OR
- B. Completion of a course in typing/keyboarding and two years of experience in a clerical position involving the operation of a typewriter or personal computer; OR
- C. An equivalent combination of training and experience as defined by A and B.

**NOTE: Proof of education must accompany your application.**

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**  
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**VACANCY:**

At present there are three vacancies in the Auburn Enlarged School District. The eligible list established as a result of this examination will be used to fill any vacancies as they occur.

**RESIDENCY REQUIREMENT FOR EXAMINATION:**

**City of Auburn:** Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

**School District / Housing Authority:** Candidates must have been legal residents of New York State for at least 30 days immediately preceding the date of the examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law.

**RESIDENCY REQUIREMENT FOR APPOINTMENT:**

**City of Auburn:** In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract. All employees must reside within ten (10) miles of the City of Auburn corporate boundary except Local Public Officers who must by statute reside in the City of Auburn. For clarification purposes, residency shall mean the actual, principal domicile of an individual. Employees choosing to reside outside Cayuga County, still within the 10-mile requirement, shall forfeit 4 vacation days annually.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, crosschecking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

**SUBJECT OF EXAMINATION:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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. **Clerical Operations with Letters and Numbers:** These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

4. **Office Record Keeping:** These questions are designed to evaluate your ability to perform common office 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.

#### PERFORMANCE TEST:

Candidates who receive a passing score on the written test must also qualify on a typing performance test at 35 words per minute. You must pass both the written test and performance test to be considered for appointment. Since the performance test is qualifying (pass or fail), if you pass the performance test your final score for the exam will be the score you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City of Auburn reserves the right to give the performance test to only as many candidates are needed to fill available vacancies.

The performance test is a test keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. A written description of the simple software will be provided at the test site.

The test is five minutes long and is preceded by a three-minute practice session. The text passage is printed in a test booklet. Candidates enter (Key or Type) as much of that passage as they can during the time available. In order to pass the test, candidates must enter the text at the rate of at least 35 words per minute, with 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum number of allowable errors is 7. Note: A word is defined as five characters. The formula divides the total number of characters entered by five to determine the number of words entered.

#### RETEST POLICY:

Candidates will be offered two attempts to pass the performance test. Candidates who fail in their first attempt will be permitted a retest that will be given on the same day as the initial performance test.

#### TYPING PERFORMANCE TEST WAIVER POLICY:

- A. All candidates: A qualifying performance test may be waived for candidates who have passed a typing performance test at a rate of 35 words per minute. That test must have been administered by the City of Auburn Civil Service Commission, the New York State Department of Civil Service, the New York State Department of Labor or any municipal civil service agency within New York State. Candidates must have passed the performance test within two years of the date of the written examination. Such a candidate must provide verification from the agency that administered the test, including the agency name and address, test date and the passing rate of speed.

B. Permanent Employees under City Of Auburn Jurisdiction: The required performance test may be waived for candidates who are currently employed by any agency serviced by the City of Auburn Department of Civil Service, who currently holds permanent competitive class status in a position which required a typing performance test at a rate equal to, or greater than, 35 words per minute. Candidates requesting a waiver under the provisions of (B) must submit a written request and supply their employment location, title and name.

**WRITTEN VERIFICATION OF WAIVER SHOULD BE ATTACHED TO YOUR APPLICATION.**

**REVIEW:**

No review of this examination will be permitted nor will any appeals be accepted. You may, however, request the Civil Service Commission verify your score.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN THE SCHOOL DISTRICT:**

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.

**CALCULATOR:**

Use of calculators is **RECOMMENDED** for this exam. 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.

**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 by the close of business on the Application Deadline as listed on the Examination Announcement.

**ADDITIONAL CREDITS FOR 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 (10) 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 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.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.02 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy**  
**Mikel E. Zank**  
**Christina Tomasso**

**An equal opportunity employer**