



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## OFFICE SPECIALIST II (COUNTY)

Civil Service Exam held in Ontario County  
 (\*Interdepartmental Promotional)

**Exam Date**  
**September 25, 2021**

**Exam Number**  
**15-2021**

**Application Deadline**  
**August 25, 2021**

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

**\* Open to employees in Ontario County departments. In accordance with Section 52 of Civil Service Law, employees in the department where a vacancy occurs will be certified first for appointment after which appointment will be made from the remaining candidates on the list.**

**Pay Rate:** Ontario County 2021 salary range: \$29,386.50 - \$46,585.50 (\$15.07 - \$23.89/hr)

**Vacancy:** This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 26-weeks based on performance of duties.

**Minimum Qualifications:** Immediately preceding the examination date, candidates must possess Permanent Competitive status in the position of Office Specialist I, Office Specialist I (Spanish Speaking), or Typist for one (1) year in any Ontario County Department.

**Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

**Job Description:** This is moderately difficult general office clerical work involving use of alphanumeric keyboard equipment to produce printed copy requiring a general understanding of specific law office rules, procedures and policies. It calls for the greater exercise of independent judgment than an Office Specialist I. Work is performed, for the most part, under general supervision only. Detailed instructions would be required only on specialized or unique projects. Supervision may be exercised over the work of one or more office staff. Does related work as required.

**Subjects of examination:** A written test designed to test for knowledge, skills and/or abilities in such areas as:

- 1. Spelling** – These questions test for the ability to spell words that are used in written business communications.
- 2. 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 the knowledge of the correct placement of punctuation marks in a sentence.

**Subjects of examination:** (Continued)

**3. Keyboarding practices** – These questions test for knowledge of preferred practices in such areas as letter format, capitalization, hyphenation, plurals, possessives, word division, word and figure style of numbers, and common proofreading marks. In addition, you will be given a passage to proofread and asked questions about how to correct the errors in the passage.

**4. Office record keeping** – These questions 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.

**5. Office practices** – These questions test for a knowledge of generally agreed-upon practices governing the handling of situations which stenographers, typists, and secretaries encounter in their work, as well as a knowledge of efficient and effective methods used to accomplish office tasks. The questions will 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.

A study guide for this examination is available on our website at [www.ontariocountyny.gov/humanresources](http://www.ontariocountyny.gov/humanresources). Candidates not having access to a computer or the internet may request a copy of the test guide by calling or writing Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465.

Candidates are allowed 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:  
CHANNEL 10 NEWS, NEWS10NBC.COM, and 1550 AM RADIO STATION**

**SENIORITY CREDITS** (POINTS) WILL BE ADDED TO A SUCCESSFUL ELIGIBLE'S SCORE AS FOLLOWS:

Less than one year -- 0 points  
1 year up to 6 years -- 1 point  
Over 6 years up to 11 years -- 2 points  
Over 11 years up to 16 years -- 3 points  
Over 16 years up to 21 years -- 4 points  
Over 21 years up to 26 years -- 5 points

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be filed by 11:59 p.m. on **AUGUST 25, 2021**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidates **fail to receive an admission letter** at least seven days prior to the examination date, you should contact the department of human resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “**Religious Accommodation**”. We will make arrangements for you to take the test on a different date (usually the following business day).

**Disabled Persons:** If special arrangements for testing are required, indicate this on your application form.

Any member of the **Armed Forces** of the United States of America, who having 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 duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov/>

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith  
Director of Human Resources

Office Specialist II (County)  
Exam No. 15-2021  
Issued: July 14, 2021