



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
37-923 Secretary 1	11	\$39,396*	\$10
38-024 Secretary 1 (Spanish Language)	11	\$39,396*	
37-924 Secretary 2	15	\$49,083*	\$15

Written Test To Be Held
MARCH 3, 2018**

Applications MUST Be Submitted or Postmarked By
JANUARY 17, 2018

*The salary you receive will depend on a number of factors, including the negotiating unit of the position and your salary prior to the appointment.

****Due to the size of the candidate population for this test date, you may be assigned to either Saturday, March 3, 2018, or Sunday, March 4, 2018, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day in advance or change your scheduled day.**

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Interdepartmental promotion examination open to all qualified employees of New York State.

For Promotion in State Departments, Facilities, and Agencies

- 1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments**

MINIMUM QUALIFICATIONS: On or before March 3, 2018, you must be a qualified employee of New York State and have had three months of permanent competitive or 55-b/55-c service as follows:

For Nos. 37-923 and 38-024: Data Entry Machine Operator, Data Entry Machine Operator (Spanish Language), Keyboard Specialist 1, Keyboard Specialist 1 (Spanish Language), Keyboard Specialist 2, Keyboard Specialist 2 (Spanish Language), Law Department Document Specialist, Law Department Document Specialist Trainee 1, Law Department Document Specialist Trainee 2, Office Assistant 1 Keyboarding, Office Assistant 1 Keyboarding (Chinese Language), Office Assistant 1 Keyboarding (Spanish Language), Office Assistant 2 Keyboarding, Office Assistant 2 Keyboarding (Spanish Language), or Senior Data Entry Machine Operator.

For No. 37-924: Examination Composition Assistant, Keyboard Specialist 2, Keyboard Specialist 2 (Spanish Language), Keyboard Specialist 3, Law Department Document Specialist, Office Assistant 2 Keyboarding, Office Assistant 2 Keyboarding (Spanish Language), Secretary 1, Secretary 1 (Spanish Language), or Senior Data Entry Machine Operator.

Only the title(s) listed is qualifying for this examination(s).

If you were permanently appointed to a qualifying title on or before December 3, 2017, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.†

NOTES:

- Language Proficiency:** If you pass the examination for 38-024, Secretary 1 (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
- If you submit an application for No. 38-024, Secretary 1 (Spanish Language), an application will automatically be submitted for you for 37-923, Secretary 1 at no additional cost.
- Background Investigation/Justice Center Review:** In some agencies the names of all prospective employees **will be:**
 - Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - Investigated through a Criminal Background Check (CBC). All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws;**and may be:**
 - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment. (NY Social Services Law, Section 424a.) You will be responsible for payment of all required fees.
- Medicaid and Medicare:** In some agencies, in order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

- Grammar, usage, punctuation, and sentence structure -** The grammar and usage questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for knowledge of the correct placement of punctuation marks in sentences. Each question contains four sentences. You must choose the one sentence that contains a grammatical, usage, or punctuation error (the sentence which is INCORRECT). The sentence structure questions test for the ability to recognize sentences that are CORRECTLY constructed.

One processing fee must accompany your application for either one or both of these examinations.

SUBJECT OF EXAMINATION (continued):

2. **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.
3. **Office record keeping** - These questions test 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. **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**.
4. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime Veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

DUTIES: As a **Secretary 1** or **Secretary 2**, you would perform tasks which fall into four broad categories: communication, coordination, organization, and records maintenance. Within these categories, you would perform a variety of tasks which enable managers and program staff to accomplish the mission of the agency. You would review incoming correspondence and draft responses where appropriate; review outgoing correspondence; research background information; transmit instructions to staff; and conduct follow-up. You would handle telephone calls, assist visitors and respond to questions; coordinate and arrange meetings; establish office procedures; design, set-up, and maintain office filing systems (including electronic); resolve day-to-day operational problems; coordinate information flow by acting as liaison among key executives, staff and other employees, and the public; and operate equipment which requires the skilled use of a standard alpha-numeric keyboard to produce correspondence, reports, and other agency documents. A Secretary 1 performs many secretarial tasks, but does not fully participate in the management of an office or in the full scope of the program. A Secretary 2 performs the full spectrum of the duties of the position, performing a broader range of administrative tasks, and acting with a greater degree of independence than a Secretary 1.

TEST GUIDE: *A Guide to the Written Test for the Secretary 1 and Secretary 2 Series* is available on the Department website at <http://www.cs.ny.gov/testing/statetestguides.cfm>.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. Click on "Promotion Examinations." NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: 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 day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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 to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.