

**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

Announces

**Examination** Open to the Public

**OFFICE ASSISTANT II**

Examination Number 60014760 (Open-Competitive)

**Date of Examination: May 3, 2025**

**Filing Deadline**

**Applications must be received or postmarked by: March 14, 2025**

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer  
Cash accepted only if paying in person; you must have the exact dollar amount.  
Personal checks will NOT be accepted.**

**Salary Range:** Varies by municipality.

**Vacancies:** The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of the Herkimer County Personnel Department.

**Residency:** Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made. Refer to the General Instructions.

## **MINIMUM QUALIFICATIONS FOR TAKING THE TEST:**

**Candidates must meet the following qualifications on or before the date of the written test:**

- Either (A)** Graduation from a regionally accredited or New York State college or Business school with an Associate's Degree in Secretarial Science or a closely related field;
- Or (B)** Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience;
- Or (C)** An equivalent combination of training and experience as defined by the limits of (A) and (B).

**Duties:** The work involves responsibility for independently performing complex clerical operations and administrative support tasks for an administrative officer or program manager. Incumbents spend a substantial amount of time operating a personal computer, word processor or typewriter and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision, receiving detailed instructions only where policies have not yet been determined. This class differs from that of Office Assistant I by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities. Limited supervision may be exercised over work-study students and student interns. The incumbent does related work as required.

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

### **Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

### **Operations with Letters and Numbers**

These questions test for skills and abilities in operations involving alphabetizing, 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.

### **Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

### **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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Use of calculators are RECOMMENDED**