

CAREER OPPORTUNITIES WITH CIVIL SERVICE  
**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

**Announces**

**Examination**

Open to the Public

**OFFICE MANAGER**

Examination #60011850

**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 Herkimer County Personnel.**

**Cash accepted only if paying in person; you must have the exact dollar amount.**

**Personal checks will NOT be accepted.**

**Salary: \$41,000 – 48,000 per year (Varies by Municipality)**

**Vacancy:** 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 Office. At present there are three vacancies at Herkimer College.

**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.

**Duties:** This is moderately difficult clerical work assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management, and record keeping/reporting. Work is performed in accordance with policies and objectives outlined by the department head or administrator with leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

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

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Either -

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in accounting, business administration, or related field;
- Or (B) Graduation from a regionally accredited or New York State registered college with an Associates Degree in accounting, business administration, or related field and two years of clerical experience;
- Or (C) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience;
- Or (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.*

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

#### **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.

#### **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.

#### **Office management**

These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.

## **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

## **Working with office records**

These questions test your ability to work with office records. 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 numerical data from several sources; 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**.

## **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 is RECOMMENDED**

Office Manager, Exam #60011850  
Herkimer County, Page 3  
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