



WAYNE COUNTY CIVIL SERVICE - HUMAN RESOURCE DEPARTMENT

26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Fax: (315)946-7488
Web: www.co.wayne.ny.us

SENIOR DATA ENTRY MACHINE OPERATOR

Examination Number:	#61-041 Open Competitive	Use of calculators is ALLOWED
Examination Date:	Saturday, March 5, 2022	
Last Filing Date:	By Close of business (5 pm) on Friday, January 28, 2022	
Application Fee:	\$ 10.00 (Non-refundable, must be submitted with completed application)	

2022 SALARY: \$19.22/hr. The eligible list will be used to fill vacancies in the Department of Social Services

APPLICANTS MUST HAVE BEEN A LEGAL RESIDENTS OF WAYNE, MONROE, ONTARIO, SENECA OR CAYUGA COUNTIES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and two years of satisfactory data entry or software-related experience.

Note: Applicants seeking employment in this position may be required to provide verifiable training and experience in the operation of data entry to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

DISTINGUISHING FEATURES OF THE CLASS: Supervises and participates in the work of a unit engaged in auditing and/or transcribing accounting, statistical or confidential case related data from source documents directly into New York State database applications and software. This position involves responsibility for assisting in overseeing the rapid and accurate production of work in a data entry unit. An employee in this class has immediate responsibility for maintaining an adequate workflow to/from workers and exercising general accounting, statistical and system controls over the work. The work usually follows prescribed codes/procedures and is performed under the direction of a Director of Administrative Services. Supervision is exercised over the work of a subordinate Data Entry Machine Operator.

EXAMPLES OF WORK: (Illustrative only)

- Works with and supervises a Data Entry Machine Operator team member;
- Serves as the Welfare Management System Coordinator by maintaining a thorough working knowledge of state/federal application rules to ensure that applications and payments are compliant;
- Maintains production input-output control schedule, assigns & reviews work, has responsibility for the efficient flow of work and the quality of the finished product;
- Operates data entry computer with access to all NYS applications for a variety of records and related reports. Sets up appropriate controls on equipment for marginations, line spacing, paragraph, heading and footer information, and other controls as necessary for document amendment or production;
- Generates and delivers daily reports for workers & supervisors throughout the Department to assist with monitoring of workflow & timeliness of work duties. Also requests special reports within State applications for use both inside and outside of the department;
- Reviews source documents regarding all client applications and/or payment authorizations for all Department units; Compares source documents to original entries in the various state applications made by workers, recognizes errors in either source and follows up with corrections before the nightly release for processing;
- Works with various employees throughout the Department as the data is being prepared for entry to ensure information is complete and/or to troubleshoot the cause of errors workers are receiving as they are entering the information;
- Enters biweekly timesheet data into MUNIS for both employee and client employee payrolls for entire Department;
- Updates vendor and client profile data within the NYS applications;
- Aids in researching client case number histories and determines what case number should be assigned to a new application to avoid unnecessary delay in case processing or payments;
- Conducts specialty research when NYS merges data from NYS Health Exchange into other applications causing duplications that local districts are required to correct to ensure that clients receive timely benefits.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the theory and practice of operating database software and computer equipment; good knowledge of office routine, practices and procedures; ability to operate computer equipment accurately at a reasonable rate of speed; ability to plan, assign and supervise the work of Data Entry Machine Operator; ability to understand and follow oral and written directions; high degree of accuracy, dependability, good judgement and good physical condition.

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

Coding/decoding information. These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.

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.

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.

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.

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>.

Important Information:

APPLICATIONS and further information may be obtained by writing or calling in person at the WAYNE COUNTY HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at web.co.wayne.ny.us.

Completed applications, which must be delivered personally or received by the close of business date indicated on announcement.

The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

APPLICATION FILING FEE: A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.**

APPLICATION FEE WAIVER: *A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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. The form is available on our web site co.wayne.ny.us

RESIDENCY: Applicants must have been legal residents of Wayne, Monroe, Ontario, Seneca or Cayuga counties for at least one month immediately preceding the examination date. In accordance with Section 23-4 (a) of Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN 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.

FINGERPRINTING: Background checks may be required to determine suitability for employment for all positions.

ADMISSION LETTER: Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Wayne County. Additional information is available at <http://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>

USE OF CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held

solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.

MULTIPLE 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 complete cross filer form and 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 – cross filer form must be submitted to the Wayne County HR Dept.

RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. 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 Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).

VETERANS' PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veteran's credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214. A Veteran Credit application must be completed and submitted with completed application – Form available on website.** In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

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 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 matter 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.

PROMOTIONAL EXAMINATIONS: SENIORITY POINTS will be added to an eligible score as follows: 0.1 points for each 6 months based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.