



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street , Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: ljohnson@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Examination Open to the Public

Senior Account Clerk-KeyBoard Specialist

Exam #67610

EXAM DATE: February 05, 2022

LAST DATE TO FILE: December 30, 2021

HOURLY RATE: Varies by location

EXAM FEE: \$15.00 examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the "General Instructions."

HOW TO APPLY: Must complete Civil Service application and submit to Schuyler Co. Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 1489. **Faxed and emailed applications are accepted.**

VACANCY: Vacancies in this title have been filled provisionally. Permanent appointments will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur in the future.

Note: A promotional exam for this title will also be held at the same time as the open-competitive exam. Any resulting eligible list from the promotional exam will be used to fill vacancies before using any resulting eligible list from the open-competitive exam.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: The work involves responsibility for independently performing and/or supervising clerical duties in the maintenance and review of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The work is performed under general supervision and the incumbent may train lower level clerical workers. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration, or a related field; or
- B. Graduation from high school or possession of an equivalency diploma and completion of a business certificate program that includes coursework in accounting and one year of clerical experience involving responsibility for maintaining and checking financial accounts and records; or
- C. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience involving responsibility for maintaining and checking financial accounts and records.

PLEASE NOTE Clerical experience is defined as activities involving the performance of routine office tasks, such as keeping of records & accounts, correspondence, recording/entering & retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.

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

Use of calculators is RECOMMENDED

1. 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.

2. Fundamentals of account keeping and bookkeeping

These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.

3. Arithmetic computation with calculator

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **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. 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**.

A Guide for the Written Test for Higher Level Account Clerical Series is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Applications and announcements are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: December 06, 2021

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 5 p.m. or be postmarked before midnight on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Fee and Fee Waiver: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. No refund will be made to applicants who are disqualified or fail to appear. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling: If you’re applying for civil service examinations in multiple jurisdictions when examinations are scheduled on the same date, you must make arrangements to take all the examinations at one test site. You must apply in each jurisdiction and notify each that you are cross-filing. If you have applied for both state and local examinations, you must take all your examinations at the state center. To make arrangements, call (518) 457-7022 no later than two weeks before the test date.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: 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 Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: 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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: 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 that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Dept. of Civil Service publications, *How to Take a Written Test*, and *Questions and Answers About Municipal Civil Service Examinations* are available at their web site (www.cs.state.ny.us/msd/map.html).

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.