



Department of Human Resources & Civil Service

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION
(This fee does not apply to current Allegany County Employees)

EXAMINATION TITLE: Senior Account Clerk Typist

NUMBER: 79746

PROMOTIONAL

SALARY: Varies by agency

EXAMINATION DATE: March 2, 2019*

Applications must be received in this office by 4:00 PM January 3, 2019 or be postmarked with that date.
*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in Allegany County departments or other agencies where position exists.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. INCOMPLETE APPLICATIONS MAY BE DISAPPROVED. For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585/268-9212.

ATTENTION CROSS-FILERS:
ADDITIONAL REQUIREMENT:

-If you have applied for both State and Local government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.
-If you have applied for other Local government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than two weeks before the test date by submitting a Cross Filing Form. You must also notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.
The Cross Filing Form may be found on our website at: http://www.alleganyco.com, click on Human Resources/Civil Service at the website.

Qualifications Promotional:

Two years of permanent competitive class status in a lower level clerical position with the Town, Village, School District or County Department for which the exam is being given.

DUTIES:

This is important and difficult clerical work involving responsibility for independent performance of varied account-keeping clerical duties and typing. Work may require the exercise of independent judgment in the application of procedures to specific situations as well as supervision with detailed instructions given regarding department objectives and for each new assignment. Supervision may be exercised over the work of clerical assistants. Does related work as required.

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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. 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.

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

1. 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.

2. 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.**

3. 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.

4. 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.

A Guide for the Written Test for Higher Level Account Clerical is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

SENIORITY CREDITS: Points will be added to an eligible score as follows:

Seniority* - - - - for each year - 0.2 credits.

*Rating of seniority is based on the length of continuous competitive class service up to a maximum of 20 years.

Use of a calculator is RECOMMENDED. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **You will not be permitted to use the calculator function of your cell phone or smart watch.**

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

PERFORMANCE TEST - A performance test will also be held at a later date, to be announced. The written test will be a ranking test and the performance test will be a qualifying (pass/fail) test. You must pass both the written and performance tests to be considered for appointment. You will not be called to the performance test unless you have passed the written test. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the examination will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies. The test will be administered on a conventional personal computer (PC).

RETEST POLICY – Upon receiving written notification of failing the performance test, candidates may make a request, in writing or by phone call, for a performance retest. It is the policy of Allegany County Civil Service Department that candidates to be retested must wait 30 days from their date of original testing. A candidate is allowed to retest one (1) times after their original performance testing.

POLICY FOR WAIVER OF PERFORMANCE EXAMINATIONS:

It is the policy of the Allegany County Civil Service/Human Resource Department that all candidates taking an exam for Sec. to the District Attorney are exempt from the performance test if they meet any one of the items listed below:

1. Have qualified on a performance test within one year*;
2. Currently holding a competitive Civil Service position for which a performance test was required;
3. Currently eligible for appointment from an eligible list in a surrounding county (Livingston, Steuben, Wyoming, Cattaraugus)*;

*Proof of eligibility required of candidate.

ISSUED: 12/5/18

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.com>, click on Human Resources/Civil Service at the website.