



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



SENIOR ACCOUNT CLERK Exam Number 72885 PROM

VACANCIES: At present there are no current vacancies in the Seneca County Finance Department. This eligible list will be used to fill future vacancies as they occur in Seneca County.

SALARY: Promotional salary as set forth by the CSEA contract

PROMOTIONAL QUALIFICATIONS:

Six (6) months permanent competitive status as an Account Clerk in Seneca County and currently serving as an Account Clerk in Seneca County.

In accordance with Section 52 of the Civil Service Law, employees in a jurisdiction/department in which a vacancy occurs will be certified first for appointment after which appointments will be made from the general promotion list and open competitive list.

SENIORITY RATING: Seniority credits will be added to the raw score of passing candidates as follows: Seniority is credited at 1 point for each appropriate 5-year period or fraction:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
March 2, 2019

Applications Accepted Up To:
January 25, 2019

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
Has charge of posting to journal or ledger from a variety of original entry media;
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises the verifying and reconciling of individual account balances;
Conducts correspondence on matters where policies and procedures are well defined;
Issues receipts for monies received;
Compiles payroll data, prepares and checks payrolls;
Compiles and prepares labor, material and operational cost records and reports;
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
Is responsible for the preparation of reports from journal or ledger;
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;
Operates computing, calculating, check writing and other office machines;
Assists in the preparation of unit or departmental budget and in maintaining budget control.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR 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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, 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. **The required fee must accompany your on-line application, or alternatively be mailed to the Seneca County Department of Human Resources, 1 DiPronio Drive, Waterloo, NY 13165.**

Payments by check or money order must be made payable to Seneca County Finance Department with the examination number(s) written on the check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee, or such fee is not mailed to the Seneca County Department of Human Resources, will not be processed for this examination.**

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is RECOMMENDED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps>
2. Before filling out your application, read the announcement for this examination carefully to determine if you clearly meet the minimum qualifications for this exam.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time paid experience. (Part-time paid experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

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

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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.

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
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Posting Date: **December 10, 2018**