



EXAMINATION, OPEN TO THE PUBLIC

ISSUED: August 2, 2017		
ACCOUNT CLERK-TYPIST		
EXAMINATION NO. <u>17930-OC-ACT</u>		
Steuben County		
August 23, 2017	Read these instructions <i>carefully and thoroughly.</i>	September 30, 2017
	Written Exam	To be scheduled individually at a later time Typing Test
LAST FILING DATE		EXAMINATION DATE

A **NON-REFUNDABLE \$15.00 APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.
INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

SALARY: Varies according to location of appointment. As an example, the current starting salary for this title in Steuben County Departments is \$26,867 annually (\$31,608 after 1 year).

VACANCIES: One at the present time in the Avoca School District. The Eligible List resulting from this examination will be used to fill any appropriate vacancies in this title as well as **Account Clerk** as they occur during the life of the list.

NOTE: A promotion examination for this title will be held at the same time as this open-competitive examination. The eligible list resulting from the promotion examination will be utilized first for filling available vacancies. Successful promotion examination candidates are eligible for promotion only within the jurisdiction, school district, or special district in which they are employed at time of qualification for examination. Successful open-competitive examination candidates are eligible for appointment to this title in any municipality, school district, or special district after any applicable promotion list has been exhausted. **To be included on both the open-competitive and promotion lists, you must apply and qualify for both examinations separately.** Although both examinations will have the same title and examination content, each will have a different and unique examination number, may have different Minimum Qualifications, and will result in a separate eligible list.

RESIDENCY REQUIREMENT: Candidates must meet at least one of the following requirements.

- 1) Candidates must have been legal residents of **Steuben** County for at least four months immediately preceding the date of the written examination; **or**
- 2) For positions at Corning Community College only, candidates must have been legal residents of **Steuben, Chemung, or Schuyler** County for at least four months immediately preceding the date of the written examination; **or**
- 3) Candidates who have been legal residents of a county that is contiguous with **Steuben** County *and* live within a school district whose civil service is administered by the Steuben County Department of Personnel & Civil Service for at least four months immediately preceding the date of the written examination may apply to take the examination, but will only be eligible for appointment to positions in the school district in which they reside.

For filling positions outside of the County Service, preference in appointment may be given to successful candidates who have been legal residents of the appointing municipality, school district, or special district for at least four months immediately preceding the date of the written examination. Section 23.4-a. of Civil Service Law may apply.

MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.

Graduation from high school or possession of a general equivalency diploma and either:

- (a) Completion of one year (30 credits) of course work at a regionally-accredited or New York State registered college or business school indicating specialization in Accounting, Secretarial Science, or Business which shall have included a course of instruction in keyboarding; or
- (b) One year of full-time or equivalent part-time paid clerical experience which shall have involved the checking and/or maintenance of financial records and keyboarding; or



(c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of routine clerical work and the full-time or substantial part-time operation of keyboarding equipment in maintaining financial accounts and records including those of a computerized nature and/or assisting in performing more difficult and responsible phases of this work. The work is primarily of a routine nature and involves the application of standardized clerical and keyboarding procedures utilized in the maintenance and review of financial accounts and records. Account Clerk-Typists usually work under general supervision on standard assignments in accordance with definitely prescribed procedures. Supervisors are available for consultation on unusual problems and provide detailed instructions for all new or more difficult assignments. Supervision of subordinate employees is usually not a feature of this class of positions. Does related work as required.

SUBJECTS OF EXAMINATION:

EXAMINATION WILL CONSIST OF TWO PORTIONS:

- (A) Written, multiple-choice portion; and
- (B) Qualifying (pass/fail) keyboard performance test.

You must pass *both* the written test and the performance test to be considered for appointment. Since the performance test is pass/fail, your final score for the examination will be the score that you achieve on the written test.

(A) WRITTEN EXAMINATION

The written, multiple-choice test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS

These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS

These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

3. ARITHMETIC REASONING

These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

A Guide to the Written Test for the Account/Audit Clerical Series is available on the New York State Department of Civil Service website <http://www.cs.ny.gov/testing/localtestguides.cfm> or from the Steuben County Civil Service Office.

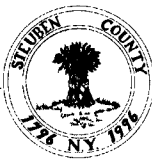
(B) QUALIFYING KEYBOARD PERFORMANCE TEST

This test will be scheduled for a later date and will be administered to *only those candidates who have passed the written examination*. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work.

The test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using pre-established databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test.

The test will consist of three parts.

- In Part One, you will be required to add, delete, and update various records in a database.
- In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms.



The Steuben County Department of Personnel & Civil Service reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

Candidates who fail the performance test will be *removed* from further consideration for appointment from the eligible list resulting from this examination, regardless of their written test scores. **Candidates who fail the performance test on their first attempt will be permitted a single retest, using a different form of the test, on a different day.**

The keyboarding performance test will be WAIVED for those candidates with permanent Competitive class status as an Account Clerk-Typist, or if a candidate's name, on the date of the performance test, is currently on the Steuben County Account Clerk-Typist eligible list, or another valid Steuben County list for which passing of the "DB Clerk" performance test was required for placement on the list.

No review of test questions or materials used in this testing can be permitted nor will any appeals be accepted. However, at the written request of a candidate, the Steuben County Department of Personnel & Civil Service will re-verify the accuracy of score computation, and notify the candidate in writing.

The use of calculators is **PROHIBITED** for this examination, as is the use of books or other reference materials.

\$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

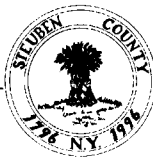
Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

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. Assistance is available from our office in person or by telephone at 607-664-2345.

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 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.

GENERAL INSTRUCTIONS:

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification**.
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to KEEP A COPY of your application materials. The Department of Personnel and Civil Service does not provide copies of records you submit.
6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; 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 an application fee waiver, complete Application Item #13.



7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
12. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
17. This examination is being prepared by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of New York State Civil Service Law, Rules, and Regulations dealing with the rating of exams will apply to this examination. Scoring and rating of the written portion will be performed by the Steuben County Department of Personnel and Civil Service in accordance with Rule 10 of the Steuben County Civil Service Rules using the State-developed rating scale. The computer program utilized for the performance test (*if applicable*) self-scores upon completion.
18. Special Requirement for Appointment in School Districts and BOCES: 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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. The use of calculators is **PROHIBITED** for this examination, as is the use of books or other reference materials.


Nathan A. Alderman, Personnel Officer