

## CONTINUOUS RECRUITMENT

### OPEN COMPETITIVE EXAMINATION FOR ACCOUNT CLERK

Exam Number: 20-003

**Examination will be held on an as needed basis  
Applications Accepted Continuously**

**\*Processing Fee:** Twenty dollar (\$20.00) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**Admission notices will be mailed to all approved candidates.**

**It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at [www.gobroomecounty.com/personnel/forms](http://www.gobroomecounty.com/personnel/forms).**

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
\$12.4638/hour (CSEA) \$26,338 (ADMIN)	Anticipated	Various Broome County Departments
\$16.11/hour	Anticipated	SUNY Broome Community College
Varies	Anticipated	Towns, Villages, School Districts and Special Districts

**Eligible list:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade.

**Residency:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

**DUTIES:** This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related duties as required.

**MINIMUM QUALIFICATIONS:** One year of clerical experience maintaining financial accounts and records, which must include as a regularly occurring function of the job some financial account keeping duties, such as reconciling bank statements, posting to ledgers, making entries to journals or checking voucher and purchase orders for arithmetical accuracy and completeness.

**Note:** Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with one semester credit hours of related coursework as indicated above being equivalent to one month of experience.

**Special Requirement for appointment in the Department of Social Services Support Collection Unit:**

**Background Investigation and Additional Screenings:** Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Candidates will be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting.

**Religious accommodations/handicapped persons/military personnel: If special arrangements for testing are required, indicate this on your application.**

**RETESTING: Once you have participated in the written examination, you will not be permitted to participate in the same written examination for a period of six (6) months.**

**SUBJECT OF EXAMINATION:** This is a multiple-choice test administered on an personal computer and is designed to test for knowledge, skills and/or abilities in such areas as:

**1. 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 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, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION.** Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

**A study guide for the written test is available on the Broome County Website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). If you have a question about the website or would like a study guide mailed to you call the Broome County Department of Personnel.**

Successful candidates will have their names placed on the eligible list in order to their score, regardless of the date on which they take the test. The rank of eligible's changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

**TERMINATION OF PROGRAM:** The Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

**Rating:** This written examination is being prepared and rated by the New York State Department of Civil Service, 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 examinations will apply to this test.

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

**Special Requirement for Appointment in School Districts and BOCES**

Per 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.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Veteran's Information**

Veterans or disabled veterans who want to apply for the credits, must submit an **Application for Veteran's Credits**. Candidates who served during creditable years and indicate on their application that they wish to claim Veteran's Credits but have not submitted the form with their application will be sent the Application for Veteran's Credits and a **Veteran's Information Sheet**. To claim credit, the completed forms must be submitted prior to the establishment of the eligible list.

**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 the Department of Personnel 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."

**General Information/Instructions:** A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).