

YATES COUNTY PERSONNEL DEPARTMENT ANNOUNCES
CONTINUOUS RECRUITMENT EXAMINATION FOR

ACCOUNT CLERK TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY -- EXAMINATIONS HELD AS NEEDED

EXAM # YC-7

VACANCIES: The resulting eligible list will be used to fill vacancies as they occur in county departments, school districts, towns and villages.

SALARY: VARIES WITH JURISDICTION

RESIDENCE: Candidates must have been legal residents of Yates, Ontario, Schuyler, Seneca or Steuben County for at least one month immediately preceding the date of the written test. Appointing authorities may give preference to legal residents of their jurisdiction.

GENERAL STATEMENT OF DUTIES: The work involves responsibility for the application of standardized account keeping practices in the routine maintenance and review of financial accounts and records, or assisting in performing more difficult and responsible account keeping functions and involves the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy.

MINIMUM QUALIFICATIONS: (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in account keeping and typing; OR (b) Two years of experience in a position involving the maintenance of financial accounts and records which shall have involved typing; OR (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBJECT OF EXAMINATION: Written test is designed to test for knowledge, skills and/or abilities in such areas as:

1. **Clerical Operations With Letters and Numbers** - These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.
2. **Arithmetic Computation** - These questions are designed to test a candidate's ability to perform basic computations using addition, subtraction, multiplication, and division. Questions may also involve the use of fractions, decimals, averages, and percents. Word problems are not included in these questions.
3. **Arithmetic Reasoning** - These questions are designed to test a candidate's ability to solve an arithmetic problem presented in sentence or short paragraph form. The candidate must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operations(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 qualifying performance test in typing will be administered at a later date only to candidates receiving a passing score on the written test. The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 25 words per minute corrected. Candidates must also pass the performance test in typing.

NOTE: The use of a calculator is PROHIBITED.

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list in the order of final scores, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year. Candidates may not be tested more often than once every six months.

The Yates County Personnel Officer reserves the right to terminate this special recruitment program and re-establish the periodic type of examination.

SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. The required fee must accompany your application. Submit check or money order payable to the Yates County Personnel Department and write the examination title and number(s), and your social security number on your check or money order. DO NOT SEND CASH. As no refunds 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.

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. This form can be obtained at the Yates County Personnel Department.**

VETERANS OR DISABLED VETERANS: If applying for additional credit, candidates must submit an application for veterans' credits with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for veterans' credits are available at this office.

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 Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Information and applications may be obtained from the Yates County Personnel Department, 417 Liberty Street, Penn Yan, NY 14527 - Phone: 315-536-5112. All applications must be returned to this office.

ISSUED: 11/1/06

YATES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

