

YATES COUNTY PERSONNEL DEPARTMENT
ANNOUNCES
OPEN COMPETITIVE EXAMINATION FOR

SENIOR ACCOUNT CLERK-TYPIST

EXAMINATION #60995 EXAMINATION DATE: October 30, 2010

SALARY: \$15.22/hr. (Starting for Yates Co./varies with other jurisdictions) LAST FILING DATE: September 27, 2010

VACANCY: The resulting eligible list will be used to fill one vacancy in the Yates County Treasurer's Office and future vacancies with Yates County or other local appointing authorities as they may occur.

RESIDENCY: Candidates must have been legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County for at least one month prior to the date of the examination.

DUTIES: The work involves responsibility for independently performing and/or supervising the maintenance and review of financial accounts and records 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: Either

- (a) Graduation from a regionally accredited or NYS registered two-year college or university with an associate's degree in accounting, business or a closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma, and two years of experience in maintaining financial accounts and records which shall have included typing; or
- (c) Four years of experience involving the maintenance of financial accounts and records, which shall have included typing.

NOTICE: *In Accordance with Section 23-4(a) of the New York State Civil Service Law, preference in appointment may be given to residents of the jurisdiction where the vacancy exists.*

SUBJECT OF EXAMINATION: The written test will cover knowledge, skills, and/or abilities in such areas as:

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 and percents, and to round an answer to the nearest whole number or to one or more decimal places. **YOU SHOULD BRING WITH YOU A HAND-HELD BATTERY- OR SOLAR-POWERED CALCULATOR FOR USE ON THIS TEST.**

3. 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.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

5. Performance Test: A performance test will also be announced and held at a later date. 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. Yates 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).

PERFORMANCE RETEST POLICY: Candidates will be offered two attempts to pass the performance test. Candidates who fail in their first attempt will be offered an immediate retest in the same sitting.

WAIVER: If you have passed a typist/keyboarding performance test administered by a local jurisdiction in New York State within the last six (6) months of the written test, the performance test may be waived. If you request a waiver, you must submit verifiable evidence of qualifying. Information submitted must contain the title, location, and date of the performance test taken, as well as proof of passing.

NOTE: Use of calculator is recommended. Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. A check or money order payable to the Yates County Personnel Department must accompany your application. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements. There are no exceptions or waivers.

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

ADDITIONAL NOTE: Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled for Same Date:

If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examination. You must 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 examination(s). For this examination call (315) 536-5112 or write to Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527.

VETERAN'S CREDIT: Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit and a copy of their Form DD-214 (discharge) with their application for examination or at any time prior to the establishment of the resulting eligible list. Applications for veteran's credit are available at this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.

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 he 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.

If candidates have not received an Admission Notice to enter the exam within five (5) days of the scheduled exam date, they should call the Yates County Personnel Department at (315) 536-5112.

This 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 the examinations will apply to this examination.

Applications may be obtained at the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY and must be filed in this office by Monday, September 27, 2010.

ISSUED: July 23, 2010
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