



**Promotional  
Examination Announcement**

**SENIOR ACCOUNT CLERK TYPIST  
EXAM # 76850**

*Issued: October 4, 2016*

**Written Test Date: Saturday, December 10, 2016**

**Application Deadline: November 1, 2016**

Application must be received in the Tioga County Department of Personnel & Civil service by **5:00 p.m.** on the above date. There are **NO** exceptions. Review the information and instructions at the end of this announcement!

**Application Fee: No application fee required!**

**Time and Place of Written Examination:** Approved candidates will be notified by admission letter 7 to 10 days prior to the written test date as to when and where to appear. ***Be sure to bring the admission letter with you to the examination.*** If you have not received an admission letter **3 days before** the written test date, call 607-687-8494.

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
Department of Social Services Various appointing jurisdictions*	\$27,380 (2017 CSEA V Salary Grade) Varies	Anticipated Anticipated

\*May include municipalities, school districts, special districts, and county departments where the title exists.

**NOTE** - In accordance with Section 52 of Civil Service Law, employees in a department in which a vacancy occurs will be certified first for appointment.

**Promotional Qualifications:** At time of examination, candidates must have **EITHER:**

- 1) **Six (6) months** continuous **permanent** competitive class **status** as an **ACCOUNT CLERK-TYPIST** in an appointing jurisdiction within Tioga County; **OR**
- 2) **Twelve (12) months** continuous **permanent** competitive class **status** as a **TYPIST** in an appointing jurisdiction within Tioga County **AND EITHER:**
  - a. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid experience or its part-time equivalent in maintaining financial accounts, which shall have involved typing; **OR**
  - b. Three years of full-time paid experience or its part-time equivalent in maintaining financial accounts, which shall have involved typing; **OR**
  - c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Qualification Note:** Typing experience shall be defined as work that involves typing in paragraph form; examples include preparing correspondence, memos, letters, or written reports. Key punch or data entry will not be considered as qualifying experience.

**NOTE:** Persons who are currently employed under Section 55a, NYS Civil Service Law, and who meet all the above eligibility requirements in the Non-Competitive rather than competitive class may compete in this examination.

**Distinguishing Features of the Class:** The work involves responsibility for performing moderately difficult clerical duties, operating a mainframe or personal computer, and/or typewriter and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. The work also involves responsibility of transcribing and entering accounting, statistical, demographic and/or eligibility data from a variety of source documents into a computer. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking accounting or administrative employee. Supervision may be exercised over the work of one or more lower ranking employees. Does related work as required.

**TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

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

- 1. 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.
- 2. 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.
- 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. 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: <http://www.cs.ny.gov/testing/localtestguides.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.

**Use of Calculators:** The use of a calculator is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**SENIORITY CREDIT:** Service starts with the time of original entry in the **permanent classified service** of the municipality in which promotion is sought. Points will be added to an eligible score as follows:

- 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

Applications may be obtained from and must be submitted to the Tioga County Office of Personnel and Civil Service.

***Tioga County is an Equal Opportunity Employer***

**ADDITIONAL INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Date is available at this Department.

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**\*\*APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). 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) 474-6470 in the Albany area or toll free at (877) 697-5627 (press 2, then press 1), **no later than two weeks prior to the test date.**

If you have applied for examinations in more than one Local government (City or County agencies), you must make arrangements to take all the examinations at one test site. You must make your request for these arrangements **no later than two weeks prior to the test date.**

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at [www.tiogacountyny.com](http://www.tiogacountyny.com), or by calling (607) 687-8494. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**BACKGROUND INVESTIGATION and Additional Screenings:** Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. **Per Tioga County Civil Service Rule IX (3):** A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**ELIGIBLE LIST:** In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination *may* be used to fill vacancies in similar related titles.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

**EXAM HOLDINGS:** In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Employment" will result in disqualification.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827.** Request applications by mail, in person or from internet [www.tiogacountyny.com](http://www.tiogacountyny.com)

**MINIMUM QUALIFICATIONS:** You **MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days before** the date of the exam, call 687-8494.

**RATING:** This written and/or training and experience 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 written and/or training and experience examination.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must contact the Tioga County Department of Personnel & Civil Service.

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**VETERANS OR DISABLED VETERANS** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been **established***. It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.