

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Account Clerk Typist

EXAM NO: 20140

SALARY: Varies, depending upon Location

TYPE OF EMPLOYMENT: Varies depending upon Location

ISSUE DATE: 12/04/17

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR IS PROHIBITED.

LOCATION OF POSITIONS/VACANCIES: The eligible list resulting from this continuous recruitment examination may be used to fill all full-time and part-time vacancies (and may be used to fill temporary vacancies) in the titles of Account Clerk, and Account Clerk Typist that may occur in any of the various County departments, TC-3, the Tompkins County Public Library, and the Towns, Villages, School Districts, and Special Districts within Tompkins County's jurisdiction.

This examination is being prepared and 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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from high school or possession of a GED and one year of clerical experience; **OR**
- (b) Graduation from high school or possession of a GED, including or supplemented by coursework in accounting or bookkeeping; **OR**
- (c) Two years clerical experience which must have included at least six months experience in financial record keeping; **OR**
- (d) Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

*For this title only, cashiering will count as clerical experience.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine clerical work involving the performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures. Detailed instructions are provided for any new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk/Typist by virtue of the limited complexity of the work and lack of supervisory responsibility. This specification encompasses two titles; Account Clerk and Account Clerk Typist. The main difference between the two is that an Account Clerk Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor, or personal computer in the performance of their duties. Accuracy is valued over speed; speed is not a significant factor in the duties of the position. Account Clerks and Account Clerk Typists will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Account Clerks and Account Clerk Typists are required to:

- Review a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verify all calculations and codes on documents;
- Post figures to appropriate accounts (either manually or through a computer), verifying all data entered;
- Reconcile all entries, both debits and credits;
- Prepare simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
- Produce data needed for State and federal reimbursement claims;
- Receive cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
- Make bank deposits as necessary;
- Contact clients, vendors, etc. to obtain additional information as necessary;
- Provide routine information orally or in writing in response to inquiries or financial records;
- File and maintain all related records as records related to processing of payrolls, invoices, vouchers, bills, correspondence;
- Receive, balance and audit simple payroll time records;
- Process data either for computer or other records;
- Make computations as necessary;
- Operate a calculator, and other related office equipment.

Account Clerk Typists (in addition to the above typical work activities) will be required to perform data entry, type forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc. on a typewriter, word processor or personal computer (speed is not a significant factor).

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of modern methods used in keeping and checking financial records and accounts;
- Working knowledge of office terminology, procedures, equipment and business English;
- Ability to make arithmetic computations involving fractions, decimals and percentage accurately;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to write legibly;
- Ability to organize and maintain accurate records and files;
- Ability to understand and interpret oral instructions and/or written directions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Integrity and good judgement;
- Physical condition commensurate with the demands of the position.

Account Clerk Typists (in addition to the above) are required to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer (speed is not a significant factor).

COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

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.

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.

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 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.

THE ELIGIBLE LIST: A single eligible list will be established as a result of this examination. Candidates who are successful on the written examination will be considered for both Account Clerk and Account Clerk Typist positions. Candidate names are inter-filed on the continuous recruitment eligible list for one year. Eligible candidates will be ranked according to their written test score relative to the other candidates on the list first and (in the case of tie scores) by date of test and alphabetical order.

TESTING FORMAT: This decentralized examination will be administered on a personal computer (PC). The Personnel Office has the right to select the testing format and candidates will be notified by letter or e-mail no later than 7-10 days before the examination. Examinations will be administered on weekdays; other testing days may be arranged as necessary. Tompkins County reserves the right to terminate this continuous recruitment program and re-establish the periodic announced date type of examination

FURTHER INFORMATION AND INSTRUCTIONS

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

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due 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.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850