

**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**

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**TITLE:** CLERK-TREASURER/ADMINISTRATOR

**EXAM NO:** 67845

**SALARY:** 1,344/ Week

**LOCATION:** Village of Groton

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 10/22/22

**ISSUE DATE:** 08/24/22

**THE FINAL DATE TO FILE APPLICATIONS:** 09/08/22

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/23/22

**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 RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Clerk-Treasurer/ Administrator located at the Village of Groton. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered four-year college or university with bachelor's degree in Public or Business Administration or a related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Graduation from a regionally accredited or New York State registered two-year college with an Associates degree in Public or Business Administration or a related field **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Graduation from high school or possession of a high school equivalency diploma and ten years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position in a local government; **OR**

Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position involving independent responsibility for the supervision and coordination of the fiscal and operating functions of a Village. The incumbent is responsible for all duties consistent with section 4-402 (Village Clerk) and 4-408 (Village Treasurer) of Village Law and will oversee the day-to-day operation, office management and supervision of clerical staff. The position is responsible for problem resolution, program planning, budget formulation, fiscal management, and statistical record keeping/management. The work is performed under the administrative direction of the Village Board in accordance with the laws of the State and the policies and objectives outlined by the Board. Considerable leeway is allowed for the exercise of independent judgement. The Clerk – Treasurer/Administrator will supervise all office staff as appropriate. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Serves as chief fiscal officer of the municipality and shall be responsible for all accounting and bookkeeping functions of the municipality and any interpretation and analysis thereof;

Shall be responsible of the minutes of the meetings of the Board of Trustees and the meetings of all committees and commissions of the Village, and shall see that such minutes are prepared correctly within established time frames;

Prepares the annual Village budget as shall be designated as budget officer;

Formulates policies and procedures for the fiscal and general administration of the Village under the administrative direction of the Village Board;

Serves as Records Access Officer & Records Management Officer, and develops procedures in relation to filing system of the Village Office and monitors the retention and disposition of records;

Shall prepare and file annual financial statements as required by various State and Federal agencies;

Insures that all inquiries by residents of the Village or other interested persons are referred to the appropriate village official or department head for investigation and/or response;

Develop, administer and assess policies related to budget, program, personnel, and agency procedures;

Controls expenditures within amounts appropriated in the budget;

Performs budget studies, assists in the preparation of the total budget and prepares material needed for board resolutions and budget adjustments;

Attends meetings of the Board of Trustees and makes recommendation as to measures or programs which will improve the efficiency or economy of village government;

Supervises program components including liaison activities with departments and agencies, providing information to the general public, and interacting directly taxpayers and utility customers;

Monitors the purchase of services, materials and equipment for which funds are provided in the budget;

Researches and applies for (or recommends a consultant to research and apply for) all available state and federal funding, prepares funding proposals or state aid budgets and reimbursements reports;

Prepares a variety of accounting, statistical, and narrative reports as required;

Serves as support staff to committees, commissions, and councils associated with the Village;

Interviews and makes recommendations for hiring, training, supervision, and performance evaluations of all office staff;

Shall serve as the administrator of payroll and employee benefits for the Village and filing of any required Reports thereof;

Serves as liaison with the county Personnel department regarding personnel transactions;

Serves as Village Election Officer;

Issues permits and licenses as appropriate under the Code of the Village;

May administer oath of office to village officers;

Performs all related work necessary for the efficient execution of the administrative functions of the Village.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Through knowledge of accounting procedures and uniform system of accounts for municipalities in New York State and municipal electric utilities;

Thorough knowledge of the organization, functions, laws, policies, rules and regulations of the Village to which appointed;

Thorough knowledge of current principles and practices of business administration of various agency programs;

Thorough knowledge of business arithmetic and English;

Thorough knowledge of office terminology, procedures and equipment;

Ability to handle routine administrative details independently, including the composition of letters and memoranda;

Ability to establish and maintain cooperative working relations with the public and other governmental and private agencies;

Ability to understand and carry out complex oral and written instructions;

Ability to plan, assign and review the work of others;

Ability to perform close detailed work involving considerable visual effort and strain;

Good judgement in solving complex clerical and administrative problems;

Resourcefulness in handling administrative problems;

The employee's physical condition shall be commensurate with the demands of the position.

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**COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

## **Budgeting**

These questions are designed to test for knowledge of the principles and practices involved in governmental budgeting and may include, but not necessarily be restricted to, terminology associated with the budgeting process and budget cycle; the selecting of data for analysis (summarization and synthesis) in order to make inferences and draw conclusions which will provide a basis for making budget recommendations; applying analysis techniques to data (computation skills); the techniques involved in and factors affecting forecasting and trend analysis; presenting budget information at the level of analysis and type of perspective appropriate to the needs of each person/entity that you are communicating with; and actions associated with budget execution such as analysis of program outcomes or responding to situational changes after a budget has been passed.

## **Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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**.

## **Evaluating conclusions in light of known facts**

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

## **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

## **Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## 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.â-

**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