

## PROMOTIONAL EXAMINATION FOR SENIOR ACCOUNT CLERK

Exam Number: 70-882

EXAMINATION DATE: February 5, 2022

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER\*: December 13, 2021

**\*Processing Fee:** Ten dollar **(\$10.00)** non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **\*Only applications which are post-marked on or before the last date to file will be accepted. ALL INTER-DEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE, NO EXCEPTIONS.** FAXED APPLICATIONS WILL NOT BE ACCEPTED.

→ **ADMISSION NOTICES WILL BE MAILED TO ALL APPROVED CANDIDATES APPROXIMATELY 8 DAYS BEFORE THE EXAMINATION. IF YOU DO NOT RECEIVE YOUR NOTICE BY THE TUESDAY BEFORE THE EXAMINATION, PLEASE CALL 778-2222 or 778-2276.**

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at [www.gobroomecounty.com/personnel/forms](http://www.gobroomecounty.com/personnel/forms).

**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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

MINIMUM SALARY	VACANCIES**	LOCATION OF WORK
\$14.0767/hour	3	Broome County Department of Social Services
\$14.0767/hour	1	Broome County Office of the Sheriff
\$14.0767/hour-\$16.2858/hour (depending on union)	Anticipated	Various Broome County Departments
Varies	Anticipated	Various Towns, Villages and Schools

**Eligible list:** Successful candidates will be certified to fill vacancies only in the department in which they are employed.

**\*\*Vacancies-** Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

**DUTIES:** This is moderately difficult clerical work involving independent performance and supervision of financial account and record keeping. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent works under general supervision and may supervise and train lower level clerical workers. This position differs from Account Clerk in that duties are more complex; level of responsibility is higher and supervisory responsibilities may be included. Does related work as required.

**PROMOTIONAL QUALIFICATIONS:** On or before the date of the examination, candidates must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in any Broome County department and must have served continuously on a permanent or contingent permanent basis for a total of 24 months preceding the date of the written test as an Account Clerk/Account Clerk Typist.

**Anticipated eligibility:** If you expect to meet the promotional qualifications by **August 5, 2022**, you will be tentatively admitted to this examination.

### Special Requirement for Appointment in School Districts and BOCES

Per 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.

### **SUBJECT OF EXAMINATION:**

#### **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.

#### **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.

#### **Working with office records**

These questions test your ability to work with office records. 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 numerical data from several sources; 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.

The New York State Department of Civil Service has prepared a test guide for this examination. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**Seniority Credit:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule:

Less than 1 year.....	0 points	Over 11 years up to 16 years.....	3 points
1 year up to 6 years.....	1 point	Over 16 years up to 21 years.....	4 points
Over 6 years up to 11 years .....	2 points	Over 21 years.....	5 points

**Rating:** The written 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 test.

#### **Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:**

If you have applied for both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at <http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf> and should be submitted at least two weeks prior to the examinations. Failure to submit the Cross filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

**Religious accommodation/handicapped candidates/military personnel:** If special arrangements for testing are required, indicate this on your application form.

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

**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 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 the Department of Personnel 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."

**General Information/Instructions:** A copy of the general instructions, announcements and applications may be obtained upon request to the Broome County Department of Personnel Department or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).

Departmental Prom Front Desk Form-2020

Date of Issue: 11/19/21

Senior Account Clerk-PROM