# Department of Human Resources & Civil Service

Open Competitive Exam Announcement
Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

# OC-67594 Senior Account Clerk Typist

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| Application Fee: | **$15.00** |
| Examination Date: | **November 1, 2008** |
| Closing Date for Filing: | **September 16, 2008 –** Applications must be filed in our office or postmarked by this date |
| Performance Test: | This examination requires a **thirty-five (35)** word per minute **Qualifying Typing Performance Test** |
| Performance Test Date: | **To be announced** – If you can not attend on this date, you must take a Typing Test with another agency. Please see the attached form PTW-1 (page 5 of this announcement) for additional information. |
| Salary: | **$25,842 - $33,191 annually (Monroe County)**<br>**$24,000 - $32,000 annually (BOCES #1)**<br>**$12.94 - $14.69 hourly (Greece Central School District)**<br>**$14.10 - $17.20 hourly (Rochester City School District)**<br>**$9.91 - $16.69 hourly (West Irondequoit Central School District)**<br>**Varies with other agencies** |
| Current Opening: | **The results of this examination may be used to fill one (1) position in the Greece Central School District.** |
| Employment Opportunities: | **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.** |

A Promotional exam is also being offered for qualified employees of **Monroe County, Monroe Community College, and the Rochester City School District.**

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

(A) Two (2) years of paid full-time or its part-time equivalent work experience* in account keeping, bookkeeping, or financial record keeping; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business Administration, or closely related field, plus one (1) year of work experience as described in (A); OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, or closely related field; OR,

(D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

**NOTE:** Where the minimum educational requirement is not met, additional experience as described in (A) may be substituted on a year-for-year basis.


Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

**Special Requirements:**
Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

***** part-time equivalent experience is as follows:
0-9 hours per week = no credit
10-19 hours per week = 1/4 (one-quarter) of full-time work
20-29 hours per week = 1/2 (one-half) of full-time work
30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**
Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

**Fees:**
A $15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a $15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**
An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**
This is a senior-level clerical position involving responsibility for independently performing difficult and complex clerical and account keeping tasks requiring a thorough knowledge of department procedure. The work may involve use of an automated or manual account keeping system. This employee may also be responsible for planning and review of account keeping and financial record keeping activities of other clerical staff or of a small clerical unit. The work involves substantial operation of a typewriter and/or data entry keyboard. The Senior Account Clerk-Typist receives general supervision from a higher-level staff person. Direct supervision may be exercised over Account Clerks and other lower level clerical employees, as well as specialized employees.

**Scope of Examination:**
The examination for this position will consist of two parts: (1) a rated written test and (2) a qualifying typing performance test. Candidates must pass **both** parts of this examination in order to receive a final passing grade for the entire examination. Your rank on the eligible list will be determined by your score on the written test only.

The **written, multiple-choice 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. 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.

3. 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.

**Calculators and Reference Materials:**
Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written 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.

The **Qualifying Typing Performance Test** will consist of a test in accuracy and speed of typing at a minimum acceptable rate of **thirty-five (35)** words per minute corrected. The typing test will be administered only to candidates who receive a passing score on the written test. Candidates will be notified by mail of the scheduled time and place of the typing performance test.

Please see the attached form PTW-1 for information about waiving the typing performance test.

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**Applications:**
If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**
Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Certifications and Appointments:**
The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**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.

**Special Requirement for Appointment in School Districts and BOCES:**
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.

**Veteran's Credits:**
Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**
Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**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 this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**
If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**
Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**
All applications will be reviewed after the “Closing Date for Filing” listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** August 25, 2008

PTW-1 03/2007

# MONROE COUNTY
# TYPING PERFORMANCE TEST WAIVER

_____
Name (Please Print)

_____ _____
Social Security Number Date of Civil Service Exam

The exam you are taking requires a Qualifying Typing Performance Test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test along with additional information.

WAIVER AND/OR DOCUMENTATION MUST BE POSTMARKED, FAXED OR RECEIVED IN THIS OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.

If you submit this waiver and/or documentation but it is not done correctly or information is missing or incomplete, it will be returned to you. If you do not submit this waiver and/or documentation within the thirty (30) day time frame, you will be required to take the scheduled typing test. You will be notified by mail of your test time and location.

## I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST BECAUSE:

☐ 1. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking, with at least a 96% accuracy rate.

- The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.
- Documentation may be from a high school continuing education, college, business school, employment agency or local civil service agency.
- Proper documentation consists of:
  - ✓ Name
  - ✓ Social security number
  - ✓ Date of performance test
  - ✓ Statement saying typing test was five (5) minutes in length
  - ✓ Speed in words per minute
  - ✓ Number of errors
  - ✓ On official letterhead with the signature, title and phone number of the person providing the documentation

☐ 2. I am **currently employed** by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive status **in a title that required a typing performance test at or above the rate of speed required for the exam I am taking**.

Current title: _____ Dept or jurisdiction: _____

| MAIL | FAX |
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| Monroe County Department of Human Resources<br>39 West Main Street, Room 210<br>Rochester, NY 14614-1471<br>Attention: Joyce | (585) 324-1732<br>Attention: Joyce |