

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
AN OPEN-COMPETITIVE CIVIL SERVICE EXAMINATION FOR

PAYROLL CLERK
EXAM NO. 61-257**

Written test to be held
MAY 12, 2007
Ontario County, NY

Applications **MUST** be
Postmarked no later than
APRIL 11, 2007

Processing Fee
\$15.00
(Check/Money Order)

ONTARIO COUNTY 2007 STARTING SALARY: \$21,411.00 (\$10.98/hr.) **Jurisdictional salaries are varied.**
At present, one vacancy exists in the Canandaigua City School District. Salary Range: \$35,000.00 - \$43,500.00.
The List resulting from this examination will be used to fill the present and all future vacancies as they occur.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

Jurisdictions under the Ontario County Department of Human Resources include Ontario County, its Towns, Villages, School Districts, Cities, the Board of Cooperative Educational Services, and the Finger Lakes Community College.

IN ACCORDANCE WITH SECTION 23-4 (A) OF THE CIVIL SERVICE LAW, PREFERENCE IN APPOINTMENT MAY BE GIVEN TO RESIDENTS IN THE JURISDICTION WHERE THE VACANCY EXISTS.

WHEN PREFERENCE IN CERTIFICATION IS GIVEN TO RESIDENTS OF A MUNICIPALITY PURSUANT TO SUBDIVISION 4-a OF SECTION 23 OF THE CIVIL SERVICE LAW, AN ELIGIBLE MUST HAVE BEEN A RESIDENT OF SUCH MUNICIPALITY FOR AT LEAST ONE MONTH PRIOR TO THE DATE OF CERTIFICATION IN ORDER TO BE INCLUDED IN A CERTIFICATION AS A RESIDENT OF SUCH MUNICIPALITY AND MUST BE A RESIDENT OF SUCH MUNICIPALITY AT THE TIME OF CERTIFICATION AND APPOINTMENT. APPLICANTS MUST LIST A HOME ADDRESS TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and processes agency payrolls and related records;
Maintains changes in payroll records;
Submits payroll changes, additions and deletions to Data Processing;
Participates in the maintenance of ledgers, records and reports;
Computes and maintains time card information for employees;
Computes salaries and hourly earnings for payroll entries;
Compiles payroll data, prepares and verifies payrolls;
Verifies employee deductions and makes necessary adjustments;
Posts to roster cards and attendance cards from employee time cards;
Reviews payroll for certification purposes;
May process, sort, index, record and file a variety of claim forms, control records, and payroll reports;
May maintain unemployment, disability and other insurance records;
May operate calculating, keypunching, and other office machines;
Performs a variety of related clerical tasks.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one year of full time paid experience maintaining payroll accounts and records; or
2. Three years experience as described in (1) above; or
3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

NOTE: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

NOTE: IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO THE EXAMINATION DATE. WITHOUT THIS INFORMATION, CANDIDATES MAY NOT BE ADMITTED TO THE EXAMINATION.

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 and percents, and to round an answer to the nearest whole number or to one or more decimal places. **YOU SHOULD BRING WITH YOU A HAND-HELD BATTERY- OR SOLAR-POWERED CALCULATOR FOR USE ON THIS TEST.**
2. Coding/decoding information - These questions test for the ability to use written directions to code and decode information accurately. You will be asked to apply sets of coding rules to code information and to interpret coded information. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
3. 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.
4. 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.

SUBJECTS OF EXAMINATION: (Continued)

5. 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.

USE OF CALCULATORS IS RECOMMENDED. Candidates are permitted to use quiet, hand-held, battery or solar 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.

PERFORMANCE TEST: QUALIFYING DATABASE PERFORMANCE TEST:

A performance test will also be held at a later date, to be announced. The test will be a performance test which will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using simulated databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test. When you begin the testing program you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test.

This test will consist of three parts. In part one, you will be required to add, delete and update various records in a database. In part two, you will be required to look up records from a database and write down selected information from the records onto printed forms. In part three, the computer will present questions about the information that you wrote down in part two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of data entered and on the accuracy of those entries.

Candidates will only be called to the performance test if they passed the written test and may be called in the order of the scores they achieved on the written test. The County reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

DATABASE PERFORMANCE TEST WAIVER: If a candidate has already passed a Database Clerical Performance test administered by Ontario County Department of Human Resources; and/or any municipal civil service agency; and/or the New York State Division of Employment; and/or New York State Department of Civil Service, within 4 years of the date of the written test, the database performance test may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of database performance test and the test date.

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON CHANNEL 10 NEWS, NEWS10NBC.COM, AND 1550 AM RADIO STATION.

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at www.co.ontario.ny.us/HumanResources/. Completed applications, which must be delivered personally or bear a postmark not later than **APRIL 11, 2007**, must be filed at the same address. Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street (effective March 20, 2007) in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATION OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.

IF CANDIDATES FAIL TO RECEIVE AN ADMISSION LETTER AT LEAST SEVEN DAYS PRIOR TO THE EXAMINATION DATE, YOU SHOULD CONTACT THE DEPARTMENT OF HUMAN RESOURCES IMMEDIATELY.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, national origin or disabilities. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different date (usually the

following business day).

NOTE: 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 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.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to the **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled On Same Date

If you have applied for any other Civil Service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

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 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS OR 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.

John E. Garvey
Director of Human Resources

Payroll Clerk
Exam No. 61-257
Issued: March 14, 2007