

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS EXAMINING PROGRAM FOR
ACCOUNT CLERK-TYPIST / FINANCE CLERK I
EXAM NO. 13-CONT**

APPLICATIONS ACCEPTED
CONTINUOUSLY

PROCESSING FEE - **\$15.00**
(Check/Money Order)

Written test (preceded by a performance test) will be conducted on the third Wednesday of each month. Your application must be postmarked or received by the first Wednesday of that month.

VACANCIES: All existing or future vacancies for Account Clerk-Typist and Finance Clerk I will be filled by certified local residents who qualify under this program.

ONTARIO COUNTY 2009 STARTING SALARY: \$25,116.00 (\$12.88/hr.) Jurisdictional salaries are varied. This information will be supplied when vacancies occur.

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

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO COUNTY OR OF A SCHOOL DISTRICT WHICH HAS ITS PERSONNEL TRANSACTIONS ADMINISTERED BY ONTARIO COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MAINTENANCE OF SAME TO BE CONSIDERED FOR APPOINTMENT.

FOR THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES' POSITIONS, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO, YATES, SENECA, OR WAYNE COUNTIES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

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)

Specific to Account Clerk-Typist:

Operates a personal computer in performing duties described below:

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, and similar materials ;

Specific to Finance Clerk I:

Posts to various accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Types and maintains various records;

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience responsible for maintaining financial accounts and records; or
2. Two years clerical experience as described in (1) above; or
3. An equivalent combination of training and experience as described above.

NOTE: Completion of one year of college with study in accounting, secretarial science, office technologies, or business administration may be substituted for the one year of required experience as noted in number (1) above.

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

NOTE: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE AND THE APPLICATION MUST BE APPROVED 7 DAYS PRIOR (**SECOND WEDNESDAY**) IN ORDER TO BE SCHEDULED TO TAKE THE TEST ON THE **THIRD WEDNESDAY**.

SUBJECTS OF EXAMINATION: Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. 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.
2. 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.
3. 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 operation(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 USE OF A CALCULATOR OR SLIDE RULE IS PROHIBITED

A Study guide for this examination is available on our website at www.co.ontario.ny.us/humanresources. If you do not have access to the World Wide Web, you may call/write Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585-396-4465) to obtain a copy.

PERFORMANCE TEST: QUALIFYING DATABASE CLERICAL TEST:

CANDIDATES WILL BE CALLED FIRST TO THE PERFORMANCE TEST AND ONLY THOSE WHO APPEAR AND ARE SUCCESSFUL WILL BE GIVEN THE WRITTEN EXAMINATION IMMEDIATELY FOLLOWING THE PERFORMANCE.

PERFORMANCE TEST INTRODUCTION: The test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using pre-established 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.

PERFORMANCE TEST INTRODUCTION: (Continued)

The 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 in 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 in the PC. Your rating (pass/fail) on this test will be based on the amount of material you complete and on the accuracy of your work.

You must pass both the written and performance test to be eligible for appointment. Your score on the Eligible List will be based on your score on the written test.

The use of a "Line-A-Time", "Error-No" or any other copy holder is permitted for the Database Clerical Test. Candidates who use these devices must provide their own.

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.

NOTE:

ONLY THE WRITTEN EXAMINATION SCORE WILL DETERMINE THE FINAL TEST SCORE

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 may be delivered personally or mailed to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

Applications will be accepted continuously, with tests being scheduled by the Ontario County Department of Human Resources on the third Wednesday of every month. Successful candidates will have their names placed on the Eligible List in the order of final scores, regardless of the date on which they took the test. An Eligible's name will remain on the Eligible List for a duration of one year. **Candidates may apply for the examination at six-month intervals.**

THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES RESERVES THE RIGHT TO TERMINATE THIS SPECIAL RECRUITMENT PROGRAM AND REESTABLISH THE PERIODIC TYPE OF EXAMINATION.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATIONS 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.

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.

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.

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.

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

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.

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.

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.

John E. Garvey
Director of Human Resources

Account Clerk-Typist / Finance Clerk I
Exam No. 13-CONT

Revised: February 25, 2009

The **required fee** must accompany your application. (If you file for multiple