

THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS EXAMINING PROGRAM FOR

**ACCOUNT CLERK
EXAM NO. 4-CONT**

APPLICATIONS ACCEPTED
CONTINUOUSLY

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

Written 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 will be filled by certified local residents who qualify under this program.

ONTARIO COUNTY 2010 STARTING SALARY: \$24,355.50 (\$12.49/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)

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances according to a prescribe procedure;
Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines;
May, on occasion, be required to operate word processing, data entry or related business equipment.

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.

* 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.

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.

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 EXAM 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.

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 the 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.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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 **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.

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

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
Exam No. 4-CONT

Revised: February 24, 2010

