



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
 www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

ACCOUNT CLERK-TYPIST/FINANCE CLERK I

CONTINUOUS CIVIL SERVICE EXAM
 (Open to the public)

Exam Number
13-CONT

Applications Accepted Continuously

Application Fee*
\$15.00 (Do not send cash)

Written test will be conducted on the third Wednesday of each month.

The application must be postmarked or received by the first Wednesday of that month.

*** Non-refundable Application Fee must be submitted with the application; paid by check or money order only.**
 It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Pay Rate: Salary varies by location.

Vacancy: The Eligible List resulting from this examination will be used to fill all future vacancies in Ontario County, its Cities, Towns, Villages, School Districts, the Finger Lakes Community College and the Wayne-Finger Lakes BOCES.

Residency Requirements: Candidates must have been legal residents of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

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, an eligible must have been a resident of such municipality for at least one month prior to the date of certification 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.

Minimum Qualifications: Either:

1. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience maintaining financial accounts and associated financial records; OR
2. Two (2) years of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience as described in (1) above.

Substitution: Completion of one (1) year (one year equaling 30 credit hours) 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 (1) above.

Anticipated Eligibility: 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.

Job Description of the Account Clerk-Typist: The work is primarily of a routine nature and involves operating a computer in the application of standard account keeping practices in maintaining and reviewing of financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Excepting the ability to operate a computer, this class is equivalent to that of Account Clerk. Does related work as required.

Job Description of the Finance Clerk I: The work is primarily routine in nature and involves operating a computer in the application of standardized financial recordkeeping practices and reviewing financial accounts and records. Incumbents usually work under general supervision on standard assignments in accordance with clearly defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

Controlled Substances Screening: When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

Background Investigation: 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. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Subjects of Written 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.

A Study Guide for this examination is available on our website at www.co.ontario.ny.us/humanresources. Candidates not having access to a computer or the internet may request a copy of the test guide by calling or writing Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465.

THE USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAM

**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 and application processing fee must be filed at the same address, either by personal delivery or by mail.

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 be Ranked on the Eligible List by the order of final written scores, regardless of the date on which they took the test. A Candidate'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.

It is the candidates' responsibility to notify Ontario County Department of Human Resources, in writing, of **address/telephone number changes**. All communication with candidates is done through the U.S. Mail. To be considered for preference in certification based on residency, be sure to include the city and/or town/village and school district you live in.

If candidate **fails to receive an admission letter** at least three days prior to the examination date, you should contact the Department of Human Resources immediately.

Religious Accommodation: 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).

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

The required **NON-REFUNDABLE application processing fee** must accompany your application at time of submission. Your application will not be reviewed against the requirements for the examination without the required processing fee. If your application is disapproved, the processing fee will not be returned to you. (If you file for multiple examinations, each application must be accompanied by a separate check/money order.) 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 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.

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.

Evaluation of foreign post-secondary education: 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. 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.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov>

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 and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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.

Michele O. Smith Director of Human Resources Account Clerk-Typist/Finance Clerk I Exam No. 13-CONT Issued: June 14, 2019
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