



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094**

*Joseph A. Vacanti Jr
Personnel Officer*

(716) 438-4071

ACCOUNT CLERICAL III - *AMENDMENT*

NO. 75-689 Promotional Examination

**Salary *\$16.11 – 18.49/Hr (County)*
Salary varies within municipalities**

The eligible list resulting from this examination will be used to fill Account Clerical III vacancies within the County Departments AND Senior Account Clerk and Senior Account Clerk Typist vacancies which may occur in municipalities or districts under the jurisdiction of Niagara County Civil Service, during the life of the list. Salaries vary within the municipalities. **Preference in appointment will be given to employees in the department or municipality where the appointment is to be made. An interdepartmental promotion list will be certified to a department only after the promotional eligible list for that department has been exhausted. The list established from this exam will supersede any existing list for this title.**

PROMOTIONAL QUALIFICATIONS:

NIAGARA COUNTY DEPARTMENTAL EMPLOYEES - Candidates must be permanently employed in the competitive class as an Account Clerical II, Bookkeeper, Payroll Clerk, or Tax Clerk for two (2) years ****OR Account Clerical I for three (3) years**** immediately preceding the date of the written examination.

MUNICIPAL EMPLOYEES UNDER NIAGARA COUNTY JURISDICTION – Candidates must be permanently employed in the competitive class as an Account Clerk, Account Clerk Typist, Account Clerk Stenographer, Cash Account Clerk or Payroll Clerk for three (3) years** immediately preceding the date of the written examination. Part-time experience will be pro-rated.

SPECIAL REQUIREMENT: Candidates must be able to type at the rate of thirty-five (35) words per minute.

****Employee titles which do not require typing performance testing (at 35 wpm) for their positions, must also participate in and qualify at a rate of 35 words per minute.**

*****The performance test will be administered at a later date to only those candidates who qualify on the written portion of the examination.**

****** TYPING PERFORMANCE TEST WAIVER - PLEASE READ CAREFULLY******

If a candidate has already passed a thirty-five (35) words per minute or higher typing test administered by the Niagara County Civil Service, or any municipal Civil Service Commission, or the New York State Department of Labor Job Service, or the New York State Department of Civil Service within four (4) years of the date of the written test, the typing 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 the typing test, the date and the passing grade. **Candidates requesting a waiver must clearly indicate the waiver request on their examination application.**

Seniority Credit - Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

**APPLICATIONS MUST BE
POSTMARKED OR
RECEIVED BY 3:30 PM
SEPTEMBER 18, 2009**

A non-refundable **\$15.00 application fee** must accompany each application. Submit check or money order **only** - payable to: **Niagara County Civil Service**

AMENDMENT ISSUED: August 10, 2009

**EXAMINATION DATE
OCTOBER 31, 2009**

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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.

DUTIES: This is difficult account clerical and typing work involving the independent performance and supervision of double-entry account keeping and financial record keeping. The work requires a good understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work requires decision making as to methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents train lower-level clerical workers and provide general supervision to the same. This position differs from Account Clerical II by the addition of double-entry bookkeeping tasks and the further increased complexity and criticality of duties. Does related work as required.

SUBJECT OF EXAMINATION – There will be a written test, which you must pass in order to be considered for appointment. Written test designed to test for 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. **Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
4. **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.

NOTICE TO CANDIDATES: Use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as **Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries**, or any similar devices are **prohibited**.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED. COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.**

Please review - “*IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES*” - prior to filing for this examination.