

SENIOR ACCOUNT CLERK-TYPIST (OC)
NYS #62-931A RC/EL #20002

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **February 29, 2020**; Last filing date **January 8, 2020**

1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date.
2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
3. If applying by mail, completed applications must be postmarked no later than the last filing date.

VACANCIES: Several in the Village of Spring Valley, two each in the Board of Cooperative Educational Services and the Town of Ramapo and one each in the Town of Clarkstown, Nanuet Public Schools, South Orangetown Central School District, Pearl River Public Library and Rockland Community College. The Board of Cooperative Educational Services, Nanuet Public Schools, Town of Clarkstown, Town of Ramapo and Pearl River Public Library may not be filling the positions at this time.

POSITIONS EXIST IN: The County of Rockland, various Towns, School Districts, Special Districts, the Pearl River Public Library and the Village of Spring Valley.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$40,378.00 for a 35-hour-work-week with the South Orangetown Central School District. Salaries may vary in other locations.

WHAT THE JOB IS LIKE: This is account keeping clerical work which involves a responsibility for processing financial materials. The work is more complex than that of Account Clerk-Typist since it requires the integration of a variety of financial data containing a number of variables into a coherent whole and/or service as a troubleshooter within established general criteria. General supervision is received from higher level account keeping personnel and work direction may be exercised over a small number of account clerks or clerks. This position is the same as that of Senior Account Clerk except that it requires a qualified typist. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and two years of experience which included account keeping* and/or bookkeeping as a major thrust of the work.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of eight credits in Accounting or an approved bookkeeping course** may be substituted for one year of account keeping experience.
3. An Associate's degree or higher that included or was supplemented by sixteen credit hours in Accounting may be deemed fully qualifying.

*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenues or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc.; preparation of trial balances; tax report preparation.

Experience as a payroll clerk, bank teller or similar work involving financial transactions will be qualifying for entry level account clerk but not higher-level account clerk positions. Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.

**"Adult Education" or other non-credit courses are not qualifying in this context.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than April 29, 2020.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SEE NEXT PAGE

SENIOR ACCOUNT CLERK-TYPIST (OC) #62-931A (CONTINUED)

SUBJECTS OF EXAMINATION:

A. -WRITTEN TEST-

1. 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.
2. 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.
3. 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, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery – or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.
4. Working with office records – These questions test your ability to work with office records. 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 numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery – or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: A Guide for the Written Test for Higher Level Account Clerical is available at the New York State Department of Civil Service Website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Website: www.rocklandgov.com. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 50 Sanatorium Rd, Bldg A, Pomona, NY 10970 (845)364-3737 to obtain a copy.

B. -TYPING PERFORMANCE TEST-

The Rockland County Department of Personnel has adopted a new method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination **WILL BE REQUIRED** to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request, by letter to the Commissioner of Personnel, that their name be reinstated to the eligible list. Please be aware that the Appointing Authorities may, at their discretion, administer a performance test prior to selecting a candidate for appointment.

Date Issued: 12/13/19