

ACCOUNT CLERK-TYPIST (OC)
RC/EL #22184

Examination to be held **December 3, 2022**; Last filing date **November 9, 2022**

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITIONS EXIST IN: Rockland County Department of Health, Rockland Community College, Rockland County Sheriff's Department, Rockland County Sewer Department, Pearl River Central School District, Suffern Central School District, Town of Orangetown, Town of Ramapo, Nyack Housing Authority, Town of Ramapo Housing Authority, Town of Stony Point, Village of Sloatsburg, and Village of Spring Valley. Some of the agencies/departments may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

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

SALARY: The starting salary is \$20.88 per hour for a 35-hour workweek with the County of Rockland. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is account keeping clerical work which involves a responsibility for the primarily routine processing of financial materials and ledger account postings. The work involves the examination, computation and evaluation of submitted data for accuracy and compliance with established criteria. The work is performed in accordance with prescribed procedure with general supervision received from higher level account keeping personnel. This position is the same as that of Account Clerk except that it requires a qualified typist. It is distinguishable from a Clerk-Typist position by the actual hands-on debit and credit postings to ledger accounts. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and one (1) year of experience which included account keeping* and/or bookkeeping.

NOTES:

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of six (6) credits in basic Accounting or an approved bookkeeping course* may be substituted for the one (1) year of account keeping and/or bookkeeping experience.

*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.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, February 3, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SEE NEXT PAGE

ACCOUNT CLERK-TYPIST (OC) #22184 (CONTINUED)

SUBJECTS OF EXAMINATION:

A. -WRITTEN TEST-

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 for the 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.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

B -PERFORMANCE TEST-

The Rockland County Department of Personnel has adopted an alternate 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.

TEST GUIDE: “A Guide to the Written Test for the Entry-Level Account/Audit Clerical Series” is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <http://rocklandgov.com/departments/personnel>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy: 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737.

Date Issued: 10/05/2022