

**AMENDED**  
**CHIEF BILLING CLERK (PROM)**  
**NYS # 79599010 RC/EL #25005010**

Examination to be held **January 18, 2025**; Last filing date **December 9, 2024**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**PARTICIPATING AGENCY**: Rockland County Department of Health.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY**: In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE**: This is primarily account keeping and billing work of a complex nature which involves the responsibility for implementing and monitoring financial transactions related to the billing function, including the ongoing review of systems and procedures to maximize reimbursement. The work is performed under the general supervision of a higher-level administrator, and supervision is exercised over account keeping or billing and other clerical personnel. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**MINIMUM QUALIFICATIONS**: At the time of application submission, you must be currently employed by the **Rockland County Department of Health** and have one (1) year of permanent, competitive class status there as a Principal Account Clerk or Principal Account Clerk-Typist within a period of three years immediately preceding the examination date.

If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**ALL 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**

## **CHIEF BILLING CLERK (PROM) #79599010 (CONTINUED)**

### **SUBJECT OF WRITTEN EXAMINATION:**

1. Understanding and Interpreting Written Material – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
2. 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 will be provided with 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**.
3. Understanding and Interpreting Tabular Material – These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You will be provided with 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. 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.

### **USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

**TEST GUIDE:** A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or [RCEXAMS@co.rockland.ny.us](mailto:RCEXAMS@co.rockland.ny.us).

**Date Issued: 11/05/2024**

**Date Amended: 11/08/2024**