Rockland County
PERSONNEL

SENIOR PAYROLL CLERK-TYPIST (OC)
NYS #60005450 RC/EL #25146010

Examination to be held **June 28, 2025**; Last filing date **May 30, 2025**

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms

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.**

POSITION EXISTS IN: Rockland Community College, Pearl River School District, Suffern Central School District and Town of Ramapo.
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is $71,812 annually for a 35-hour workweek with the Town of Ramapo. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is specialized clerical work involving responsibility for processing payroll data and records. The work is performed under the general supervision of an administrator and work guidance (e.g., lead work) may be provided to others. This position is the same as Senior Payroll Clerk except that it requires a skilled typist. 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 have: Graduation from high school or possession of an equivalency diploma and either:

1. Two (2) years of clerical or business experience, at least one (1) year of which must have involved account-keeping responsibilities and/or the preparation of payrolls, payroll reports, and/or processing payroll data and records as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. An Associate's degree or higher in Accounting or comparable curriculum.

TRANSCRIPTS:
If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms

Anticipated Eligibility - Age and Educational Requirements:
According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

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.

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SUBJECT OF WRITTEN EXAMINATION:

1. <u>Name and Number Checking</u> – 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. <u>Operations with Letters and Numbers</u> – These questions test for skills and abilities in 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.

3. <u>Arithmetic Computation with Calculator</u> – 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**.

4. <u>Working with Office Records</u> – 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 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**.

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USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: https://www.cs.ny.gov/testing/testguides.cfm.

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Civil Service is an Equal Opportunity/Affirmative Action Employer

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Date Issued: **05/06/2025**