



CHIEF ACCOUNT CLERK (PROM)
NYS #70037610 RC/EL #26103010

Examination to be Held: December 19, 2026; Last Filing Date: November 9, 2026

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.

PARTICIPATING AGENCIES: Rockland County Department of Finance and Rockland County Department of Social Services.

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

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is a fourth-level account-keeping and auditing position which involves a responsibility for monitoring and supervising complex financial procedures and for processing financial materials. General direction is received from an administrator or accountant. Supervision is exercised over account clerk personnel. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: You must be currently employed by the **Rockland County Department of Finance** or **Rockland County Department of Social Services** 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 (3) years immediately preceding the examination date.

NOTE: 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 the title required to apply for this examination.

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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

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CHIEF ACCOUNT CLERK (PROM) #70037610 (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. 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. 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.
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 to 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.

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