

**ACCOUNT CLERK-TYPIST (OC)**  
**RC/EL #18037**

**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 **April 7, 2018**; Last filing date **February 14, 2018**

**VACANCIES:** Two in the Pearl River School District and one each in the Town of Ramapo, the Town of Ramapo Housing Authority, the Village of Spring Valley and Rockland Community College. The Town of Ramapo, the Town of Ramapo Housing Authority and Rockland Community College may not be filling the 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 thereafter for a period of at least one year.

**POSITIONS EXIST IN:** The County of Rockland, Rockland Community College, the Pearl River School District, the Suffern Central School District, the Town of Orangetown, the Town of Ramapo, The Town of Stony Point, the Town of Ramapo Housing Authority, the Village of Nyack Housing Authority, the Village of Sloatsburg 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 \$19.28/hr. for a 35-hour-work-week with the Pearl River School District. 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 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 credits in basic Accounting or an approved bookkeeping course\*\* may be substituted for the one year of account keeping and/or booking 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.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than June 7, 2018.) 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](http://www.rocklandgov.com). You must pay the required evaluation fee.

**SEE NEXT PAGE**

**ACCOUNT CLERK-TYPIST (OC) #18037 (CONTINUED)**

**SUBJECTS OF EXAMINATION:**

**A. -WRITTEN TEST-**

1. Clerical operations with letters and numbers -- These questions test for skills and abilities in clerical operations with letters and numbers. The operations may involve alphabetizing, comparing, checking, and/or 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. **Note: You will not be allowed to use a calculator, or any other type of calculating device, to answer these questions or any other questions on this written test.**
3. Arithmetic reasoning -- These questions test for the ability to solve arithmetic problems which are presented in sentence or short paragraph form. 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 TYPING 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.

**STUDY GUIDE AVAILABLE:** “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: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) or the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

**Date Issued: 1/24/18**