PLEASE POST CONSPICUOUSLY
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DELAWARE COUNTY PERSONNEL OFFICE
announces **CONTINUOUS RECRUITMENT** EXAMINATION FOR
ACCOUNT CLERK

Updated: 7/1/16 **Applications accepted continuously**

Written portion of the exam will be scheduled on Saturday providing there are other civil service exams already scheduled.

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of $15.00 is required for each individually titled examination for which you apply. The required fee MUST accompany your application. Send your CERTIFIED CHECK OR MONEY ORDER made payable to the Delaware County Personnel Office. Write the examination title(s) on the check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: This examination is being held to fill vacancies, as they occur, in County Departments, School Districts, and any other agency under the jurisdiction of the Delaware County Personnel Office.

SALARY: Delaware County salary: $29,681 - $31,309 Salary may vary depending upon the location of the position.

ELIGIBLE LISTS: This list will be used to fill vacancies, as they occur, in agencies under the jurisdiction of the Delaware County Personnel Office.

DUTIES: The work involves the performance of standardized account keeping and clerical tasks or assisting in the performance of more difficult and complex account keeping and clerical tasks. Incumbents usually work under general supervision on routine assignments in accordance with defined procedures with some leeway for the use of independent judgment in carrying out the details of the work. Detailed instructions are provided for new or unusual assignments. This class differs from other classes in the Account Clerk series by virtue of the limited complexity of the work performed, and the degree of supervision received. Does related work as required.

MINIMUM QUALIFICATIONS: Either:
A. (1) Graduation from high school or possession of a New York State equivalency diploma, and (2) one year of full-time paid experience which includes the compilation of financial accounts and records; OR
B. Two years of experience as described in (A) above; OR
C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
NOTE: Post high school educational training in a regionally accredited or New York State registered college or university or business school in accounting, business administration, economics, or related field structured to prepare individuals for work involving accounting, bookkeeping, auditing, or related work may be substituted for experience on a year-for-year basis provided such training includes an equivalent of three semester credit hours in Accounting per year of training.
NOTE: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement.

Candidates claiming college credits MUST submit a copy of their official transcript(s).

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.

NOTE: Unless otherwise specified, all required experience must be fulltime paid or its parttime paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time they submit an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, they may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department before the close of business on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the Application Deadline. Applications that are received after the Application Deadline and are not received in the Personnel Department by the Application Deadline will not be accepted.

RESIDENCY REQUIREMENT: Candidates must have been residents of Delaware County or contiguous counties or residents of Madison County, for at least four months immediately preceding the examination date. **NOTE:** Agencies may appoint an eligible from their own jurisdiction first.

A "Guide to Taking the Written Test for Entry-Level Account/Audit Clerical" is available containing sample test questions and solutions, similar to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

The NYS Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's web site www.co.delaware.ny.us click on departments and then personnel.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:
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 your 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.

THE USE OF CALCULATORS WILL NOT BE ALLOWED FOR THIS EXAM.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

CROSSFILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, YOU **must make arrangements to take all the examinations at one test site. If you are taking a state exam you must sit at a State site. If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam. Please note that State exams cannot be given at our test site.**

If you are unable to take this examination due to an **emergency situation**, and you wish an alternate test date, you MUST call the Delaware County Personnel Office with your request by noon of the next working day following the test date.

*****Religious Accommodation*****Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).
*****Handicapped Persons:*****If special arrangements for testing are required, please indicate this on your application.
*****Active Duty Military Personnel:*****Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.
*****Veterans or Disabled Veterans:***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
*****Children of Firefighters and Police Officers Killed in the Line of Duty*****In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

DELAWARE COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE
TEDDIE STOREY, PERSONNEL OFFICER