PLEASE POST CONSPICUOUSLY
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DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES
PROMOTIONAL EXAMINATION FOR

PRINCIPAL ACCOUNT CLERK-TYPIST
EXAM #70966

DATE ISSUED	DATE OF EXAMINATION	LAST FILING DATE
September 29, 2016	December 10, 2016	November 3, 2016

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 separately numbered examination for which you apply. The required fee MUST accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your CERTIFIED CHECK OR MONEY ORDER payable to the Delaware County Personnel Office. Write the examination number(s) on your 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/pers Waivers will not be considered if filed after the last filing date.**

The Eligible List resulting from this examination will be used to fill promotional vacancies in any agency under the jurisdiction of the Delaware County Personnel Office. Employees in a department in which a vacancy occurs will be certified first for appointment after which appointments will be made from the general promotion list.

SALARY: Varies with location of position. ($36,493 - $39,204 Delaware County salaries)

DUTIES: This is highly important account-keeping work involving responsibility for performing complex account-keeping activities requiring either the full-time or substantial part-time operation of a typewriter. Work is performed under general supervision and in accordance with outlined policies and procedures but requiring the frequent exercise of independent judgment. This class differs from other classes in the series by virtue of the greater complexity and importance of the work performed and the limited supervision received. Supervision may be exercised over lower level clerical or account keeping staff. Does related work as required.

REQUIREMENTS TO TAKE THIS EXAMINATION: Candidates for this examination are limited to employees with 12 months of permanent status immediately preceding the date of the written test as a Senior Account Clerk or Senior Account Clerk Typist under the jurisdiction of the Delaware County Personnel Office, AND EITHER:
(1) Graduation from high school or possession of a New York State equivalency diploma and (2) four years of full-time paid experience which includes the compilation of financial accounts and records.
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: The above educational training must include or be supplemented by a course in typing or the work experience must indicate the ability to type.
NOTE: Part-time paid experience will be pro-rated toward meeting the full-time experience requirement

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 he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved conditionally to take an examination, pending verification of successful completion of all experience and training requirements.

APPLICATION DEADLINE POLICY: All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm 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 last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

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 after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

NOTE: Rating of seniority is based on the length of continuous permanent classified service in the jurisdiction, with points added to an Eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule: Less than 1 year..0 points; 1 to 6 years..1 point; Over 6 up to 11 years..2 points; Over 11 up to 16 years..3 points; Etc.

A guide "How to Take a Written Test " is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, 1Courthouse 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.

A guide for the Written Test for "Higher Level Account Clerical" is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request a copy of the test guide from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-5678).

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:
1. 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 should bring with you 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 .**
2. 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.
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 should bring with you 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. Understanding and interpreting written material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written and the performance test to be placed on the eligible list. Since the performance test is qualifying (pass/fail), if you pass the performance test, your final score for the exam will be the score you got on the written test. The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on a computer. The computer program requires no prior knowledge of software. The performance test is five minutes long, preceded by a three minute practice session. The text passage is on the top portion of the computer screen and candidates type as much of that passage as they can during the time available. In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute with at least 96% accuracy. The maximum allowable number of errors at 35 wpm is seven. **FOR THOSE WHO PASS THE WRITTEN TEST, YOU WILL BE NOTIFIED OF THE DATE AND TIME OF THIS PORTION OF THE EXAM.**
Candidates who fail the performance test will be permitted one retest that will be given on the same day as the original performance test.
PERFORMANCE TEST WAIVER POLICY: (1) **The performance test will be waived** for candidates who have passed a typing performance test at a rate of at least 35 words per minute. The performance test must have been administered by the NYS Department of Civil Service, Unified Court System, the NYS Department of Labor or any other local personnel/civil service office in New York State. Candidates must have passed the performance test within 24 months of the date of the written exam. **Such candidates MUST provide verification, with their examination application, from the agency that administered the performance test, including the agency name and address, title of the exam, test date and the passing rate of speed. A copy of the form showing the results of your performance test is acceptable.**
(2) **The performance test will also be waived** for any candidate who is on a Delaware County eligible list at the time of the written exam or who holds a permanent appointment in a position in a agency under the jurisdiction of the Delaware County Personnel Office which includes Typist as part of their title.

NOTICE TO CANDIDATES: Use of calculators is **RECOMMENDED**. You should bring with you a quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices **are prohibited.** You may not bring books or other reference materials.

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.

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 Monday 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 examination on the regular exam date because of active military duty may be eligible to take a special military makeup exam. 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