

PLEASE POST CONSPICUOUSLY

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DELAWARE COUNTY PERSONNEL  
ANNOUNCES  
AMENDMENT TO ANNOUNCEMENT FOR

SENIOR CLERK  
EXAM #65488

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

**Date Issued:** August 8, 2019

**Date of Examination:** October 19, 2019

**Last Filing Date:** August 29, 2019

**Amend:**

**Working with office records**

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 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**.

DELAWARE COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE  
LINDA PINNER, PERSONNEL OFFICER