OSWEGO COUNTY

HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 ✦ FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

ACCOUNT CLERK

EXAMINATION NUMBER: **23041 (Open to the Public)**

EXAMINATION DATE: Saturday, March 18, 2023

LAST FILING DATE: Wednesday, February 15, 2023 (Applications will **NOT** be accepted after this date)

EXAM FEE: Exam Fee Waived

PAY RATE: County rate: $16.57 per hour. Varies in other jurisdictions.

JOB DESCRIPTION: This is clerical work involving responsibility for performance of standard account-keeping practices in maintaining and checking financial accounts and records, including keyboarding. The incumbent works under direct supervision on routine assignments which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks, or by the immediate supervisor and by other steps in the account-keeping process. The incumbent does related work as required.

RESIDENCY REQUIREMENTS AND VACANCIES: There are no residency requirements for this exam, however, preference in appointment may be given to legal residents of Oswego County, or the school districts, towns, villages, special districts, or Oswego County departments where the vacancies occur. The eligible list resulting from this exam will be used to fill vacancies in Oswego County departments, school districts, and municipalities under the jurisdiction of the Oswego County Director of Human Resources. **NOTE:** The cities of Fulton and Oswego and their school districts are **not** under the jurisdiction of the Oswego County Director of Human Resources.

MINIMUM QUALIFICATIONS:
Education, specialized background, training and experience.

A. Graduation from high school or possession of an equivalency diploma and six (6) credit hours in accounting, math, or closely related field; **OR**

B. Graduation from high school or possession of an equivalency diploma and one (1) year of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, processing vouchers or bills, or verifying calculations; **OR**

C. Two (2) years of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, processing vouchers or bills, or verifying calculations; **OR**

D. An equivalent combination of experience and training as defined by the limits of "A," "B," and "C" above.

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

Positions within the Child Support Unit at the Department of Social Services:

SPECIAL REQUIREMENT: Per the Internal Revenue Service (IRS), and in compliance with the Internal Revenue Code (IRC) 6103 (p)(4)(c), employees with access to Federal Tax Information (FTI) must undergo a criminal background investigation, fingerprinting, and verification of citizenship/residency. NOTE: A criminal record does not necessarily disqualify from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI.

Positions within the Health Department:

SPECIAL REQUIREMENT: Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Positions within the Probation Department and Sheriff's Office:

SPECIAL REQUIREMENT: Per the Criminal Justice Information Services (CJIS) Security Policy, Section 5.12, employees with access, or un-escorted access, to unencrypted FBI CJI (Criminal Justice Information) or access, or un-escorted access, to physically secure locations or controlled areas (during times of CJI processing) must undergo fingerprinting. NOTE: A criminal record does not necessarily disqualify from employment or access, or un-escorted access, to CJI. An individualized determination will be made as to how any conviction would impact suitability to handle access, or un-escorted access, to CJI. Security awareness training shall be required within six (6) months of initial employment and every two (2) years thereafter.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

SCOPE OF THE WRITTEN EXAM: The written exam takes up to 4 hours and is designed to test for knowledge, skills, and/or abilities in such areas as:

1. Operations with letters and numbers: These questions test your skills and abilities in 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 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.

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. 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.

Use of a calculator is **RECOMMENDED** for this exam.

TEST GUIDE: The New York State Department of Civil Service has published an Entry-Level Account/Audit Clerical Series Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at https://www.cs.ny.gov/testing/testguides.cfm. In addition, a copy of this Test Guide is available upon request from the Oswego County Human Resources Department or may be downloaded from the web at http://www.oswegocounty.com/studyguides.

CONTINUOUS RECRUITMENT: Applications are accepted continuously with exams being given as needed. When an exam is announced, applications for that date must be filed no later than the announced last filing date. The Human Resources Department reserves the right to terminate this special recruitment program at any time. Review of questions or appeal of ratings will not be allowed, as the opportunity for retest exists. Candidates may reapply to retake the written exam six (6) months after the date of their last written test.

ELIGIBLE LISTS: Successful candidates in this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the examination. The names of qualified candidates will remain on the eligible list for a minimum of one (1) year.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must take all your examinations at the State examination center. You must notify the local government civil service agencies with whom you have filed an application of your intent to take both a State and Local exam on the same day. You will be advised by letter when and where to report for your examinations. You must bring all admission letters for all exams with you to the State site.
- If you have applied for multiple Local exams you must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For Oswego County examinations complete a "Cross Filer Notification" form, available at the Oswego County Human Resources Department or online at http://www.oswegocounty.com/humanresources/forms, and send to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8209. **If you are taking multiple exams on the same date with the Oswego County Human Resources Department only, you do not have to file a cross filer form**.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or

via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: January 6, 2023
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at http://www.oswegocounty.com/humanresources.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 4:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.