

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 11/23/2021

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

### ASSOCIATE INTERNAL AUDITOR

#### EXAMINATION #69-421

**ASSOCIATE INTERNAL AUDITOR** Saratoga County. The results of this exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Human Resources Department. IF YOU HAVE PREVIOUSLY APPLIED FOR THIS EXAM YOU DO NOT NEED TO REFILE AN APPLICATION.

**SALARY:** \$42,521      **Last Date to File:** December 7, 2021      **Exam Date:** February 5, 2022

**NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE:** An examination fee of **\$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** Please make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application 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, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the review and auditing of the County expenditure vouchers and analysis of County service contracts for accuracy and budgetary compliance. Review and verification of accounts and records against established budgetary limits. Maintenance of highly detailed financial accounts and records. General supervision is received from a higher ranking clerical or administrative employee with some leeway allowed in completing established policy and procedure. Detailed instructions are given for new or difficult assignments. Position utilizes a personal computer and related software for the performance of daily work-related tasks. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

**A)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Financial Management, or closely related field, with at least two (2) years of experience in the review and maintenance of municipal government financial accounts and records on a personal computer; **OR**

**B)** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Financial Management, or closely related field; and at least 4 (four) years of experience in the review and maintenance of municipal government financial accounts and records on a personal computer; **OR**

**C)** Graduation from High School or possession of valid active high school equivalency diploma and at least 6 (six) years of experience in the review and maintenance of municipal government financial accounts and records on a personal computer.

**NOTE:** Education beyond the required Bachelor's Degree may be substituted for two years of experience as described in A) above.

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

**Name and number checking.** These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

**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 percentages, 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.

**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**.

**Test guide:** A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this

**NOTICE TO CANDIDATES:** The use of quiet, hand-held, solar or battery-powered calculators are **RECOMMENDED**. Devices with 'Typewriter Keyboards,' 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' 'or any similar devices are **prohibited.**'

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

**SECTION 85a OF THE CIVIL SERVICE LAW:** 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.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 21, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

**SECTION 23.2:** This entire examination is 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, which deal with the rating of examinations, will apply.

**APPLICATIONS:** Applications are available on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov) and in the Human Resources Office at 40 McMaster St., Ballston Spa, NY 12020, and by mail if requested. Time and place of the examination will be mailed to approved candidates approximately one week before the date of the examination.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.*

*Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*