

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 11/21/2022

PLEASE POST CONSPICUOUSLY

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

SENIOR ACCOUNT CLERK/TYPIST

EXAMINATION #: 68-580

SENIOR ACCOUNT CLERK/TYPIST, Saratoga County. The results of this eligible list will be used to fill vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

SALARY: \$43,659 (*County) LAST DATE TO FILE: December 16, 2022 EXAM DATE: February 11, 2023

**Salary will differ throughout Towns, Villages, School and Special Districts*

NOTICE: RELIGIOUS ACCOMMODATIONS -HANDICAPPED PERSONS: If special arrangements for testing are required, indication must be made 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 numbered examination for which you apply. The required fee must accompany your application. CHECK OR MONEY ORDER ONLY; made payable to: Saratoga County Treasurer's Office. This fee is NON-REFUNDABLE and there is a \$20 return check fee. *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.* ***Vague applications WILL NOT be interpreted in applicants favor***

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.**

DISTINGUISHING FEATURES OF THE CLASS: Work involves a variety of moderately difficult clerical tasks that require independent performance and proficient maintenance of financial accounts and record keeping on a personal computer. Work may require a general understanding of specific laws as they relate to the function of the department, as well as an understanding of established policy and procedure. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine daily operations. General supervision is received from a higher-ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. This class differs from other classes in the series by virtue of the complexity of the work and/or degree of supervision exercised and received. Does related work as required.

MINIMUM QUALIFICATIONS:

- A)** Possession of a Bachelor's Degree in Accounting, Business Administration, or closely related field; and one (1) year of experience in maintaining financial accounts and records; **OR**
- B)** Possession of an Associate's Degree in Accounting, Business Administration, Secretarial Science, or closely related field; and three (3) years of experience in maintaining financial accounts and records; **OR**
- C)** Graduation from high school or possession of high school equivalency diploma (GED) including or supplemented by the successful completion of a courses in keyboarding, bookkeeping/accounting; **AND** five (5) years of experience in maintaining financial accounts and records that include the operation of a personal computer in an office environment.

THE WRITTEN TEST will be 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 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.

2. 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.

3. 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 percentages. **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**.

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 announcement.

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 28, 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 civil service examinations prior to discharge. If you are currently on active duty, you may request the addition of veteran's credits to your examinations 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. The extra credits can only be used for one NY local Government or New York State government permanent appointment.

SECTION 23.2: This examination is prepared and 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 preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

APPLICATIONS: Applications are available on our website: www.Saratogacountyny.gov, or in the Saratoga County Human Resources Office at 40 McMaster Street, Ballston Spa, NY 12020. ***Time and place of the exam will be mailed to candidates approved for exam admission, one week to ten days prior to 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.