



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### ACCOUNT CLERK TYPIST-#998-123125

**Vacancy:** Eligible List will be used to fill vacancies throughout public agencies within Cattaraugus County. Salary varies by employer. Cattaraugus County Government employees starting rate for this title is \$22.95 per hour full-time and \$18.06 per hour part-time.

**Fee:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the **fee is fifteen dollars (\$15)** per applicant for each examination applied for, payable at the time of filing of the application, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". Cash Will Not Be Accepted. Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. **Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination**, or who do not appear for testing on the scheduled test date. Therefore, **Do Not Apply** for an examination if you are not sure that you meet the minimum qualifications. Application Fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance and may be downloaded from our website at: <https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Duties:** This class includes a wide group of positions involved primarily with the clerical tasks involved in accounting and auditing. Positions in the class systemize information about transactions and activities into accounts and quantitative records using typewriters and/or data entry machines part of the time. This class and series of titles is distinguished from other clerical positions by the need for considerable arithmetic skill and accuracy. Employees usually work under general supervision. Supervisors are available for consultation on unusual problems and provide instructions concerning new or difficult assignments. An Account Clerk Typist does related work as required.

#### Minimum Qualifications:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One year of clerical office experience.

**NOTE:** Experience as referenced above refers to full-time, paid experience. Paid experience gained on a part-time basis will be prorated to determine eligibility. Therefore candidates must be specific when reporting number of hours worked.

**Special Requirement for Appointment in School Districts and BOCES:** Per 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.

**Residency:** Preference in certification may be given to successful candidates who have been residents of the jurisdiction in which appointment is to be made for at least one month immediately preceding the examination date.

**Eligible Lists:** Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in order of final score, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one year. Review of questions or appeal of ratings will not be allowed as the opportunity for retest exists.

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.

**Subject of Examination:** Written test 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**.

Unless otherwise notified, the use of calculators is **RECOMMENDED**. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited.

**RETAKE OF WRITTEN TEST:** Candidates participating in an examination for the position of Account Clerk Typist may not compete in a subsequent examination for the position until a period of six months has elapsed.

A Guide for the Written Test is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> .

**Applications** may be obtained from the Cattaraugus County Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>.

**Candidates Please Note: Your application for this test is part of the examination process.** Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

#### **Cattaraugus County - An Equal Opportunity Employer**

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

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 is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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.

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.

**APPLICATION REVIEW TOLERANCE POLICY**-For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315

*Educational and/or age requirements must be met within 12 months of the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met within one year of the announced exam date. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.*