



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE**  
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR  
**#67-599: ACCOUNT CLERK-TYPIST**  
*Salary: Varies by Jurisdiction (Current CSEA Starting Salary: \$28,628 - Grade 7)*

\*Application Fee – \$15.00

**LAST FILING DATE:**      November 7, 2016      **DATE OF EXAMINATION:**      December 10, 2016

**ELIGIBLE LIST:** The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County.

**RESIDENCE REQUIREMENTS:** An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by courses in keyboarding/typing or bookkeeping; **or**
- (B) One year of experience in maintaining fiscal accounts and records requiring the operation of a keyboard or typewriter.

**NOTE:** Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week).

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position in the clerical field working with arithmetic computations. Work is primarily of a routine nature and involves substantial operation of a keyboard or a typewriter in the application of standard account keeping practices in maintaining and reviewing financial accounts and records. Employees work under general supervision performing standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

**Use of calculators is RECOMMENDED**

*Subjects of examination: A written test 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 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.

**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. Office Record Keeping:** These questions test your ability to perform common office record keeping tasks. 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 data from several sources; scheduling; 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.

*A Guide for the Written Test for Higher Level Account Clerical is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.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.*

**PERFORMANCE TEST:** There will be a qualifying typing test for this exam, scheduled at a later date. This test will be administered on a standard personal computer, and will test accuracy and speed at a minimum acceptable rate of 35 words per minute. Candidates will only be called to the performance test if they have passed the written test and may be called in order of the scores they achieved on the written test. The County reserves the right to test only as many candidates as needed to fill available vacancies.

**RETEST POLICY:** Candidates who are unsuccessful on the typing test will be permitted **one** retest, which will be administered on the same day as, and immediately following the first test.

**WAIVER POLICY:** If you have passed the Typetest provided by the NYS Civil Service Department within five years of the date of the written exam, the performance portion may be waived, providing that you submit sufficient proof of such performance test.

**YOU MUST PASS BOTH THE WRITTEN AND PERFORMANCE PORTIONS OF THIS EXAMINATION IN ORDER TO BE ELIGIBLE FOR APPOINTMENT.**

**APPLICATION FEE WAIVED:** 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 agency. 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. Applications are available in the Personnel Department.

*\*The required application fee is fifteen dollars, which may be in the form of a check/money order or cash, and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: 10/13/2016

**SEE REVERSE SIDE**