

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

PLEASE USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE

**PROMOTION EXAMINATION
FOR
NO. 70007-210 SENIOR CLERK**

CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY CLERK'S OFFICE AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT BASIS AS A RECORDING CLERK FOR ONE YEAR OR AS A CLERK FOR TWO YEARS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

VACANCIES: At present, one vacancy exists with the Jefferson County Clerk's Office

SALARY: \$21.42 - \$25.87/hr.

LAST FILING DATE: September 5, 2025

EXAMINATION DATE: October 18, 2025

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

EXAMPLES OF WORK: (illustrative only)

Reviews documents for accuracy, completeness, and conformity with established procedures and makes appropriate determinations;

Prepares standard written responses on matters related to specific agency programs received from general public, State and local agencies, and within agency;

Monitors agency recordkeeping system for proper maintenance, both manual and computerized;

Uses a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;

Answers inquiries in person or by telephone regarding agency programs, services or program eligibility requirements;

Maintains records for perpetual inventory, overhead expenses, maintenance and operating costs;

Processes claims, and verifies accuracy of billing;

Collects fees and accounts for monies received;

Instructs new employees in specialized clerical work of unit;

May use a standard typewriter keyboard to type correspondence, records and other written materials;

Communicates with agency clients, business and other agencies to obtain and relay information on programs and services;

May assign and review the work of one or a few clerical subordinates.

SCOPE OF EXAMINATION: Written test will cover 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.

Operations with Letters and Numbers

These questions test for 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.

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:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

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 examinations will apply to this written test.

Seniority - Points will be added to an eligible score as follows: One point for each creditable five-year period

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.