JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF $15 MUST ACCOMPANY YOUR APPLICATION**

PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 21-003 CLERK

VACANCIES: This list will be used to fill vacancies as they occur in County Offices, municipal offices, and in various school districts in Jefferson County.

SALARY: $15.35/hr. **Jefferson County Offices only**

For information on vacancies or salaries in a particular school district, contact the Board of Education of the school district and for municipalities; contact the Town or Village Clerk.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: January 29, 2021

EXAMINATION DATE: March 20, 2021

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

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test. Either:

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) One year of clerical experience.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Reviews documents for accuracy and completeness according to procedures and instructions;
Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
Prepares folders on individual program cases with appropriate documentation per established system;
Issues notifications to affected individuals on specific agency program actions per established procedures;
Codes various transactions for computer input from source documents per established coding system;
Checks arithmetic accuracy of certain calculations;
Posts receipt of payments for various routine program activities to individual accounts;
Compares computer printouts with other records for discrepancies, checks source documents to identify cause of error and notes appropriate corrective action for supervisor;
Obtains and confirms routine data by telephone or form letter and posts results;
Uses a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;
Logs receipt of various documents, applications and forms;
Alphabetizes folders, addressograph plates and other records;
Answers routine factual telephone inquiries and/or refers callers to appropriate office of individual;
Makes entries on control cards from original sources;
Answers questions from individual members of the public while performing work at a counter or information station;
May use a standard typewriter keyboard to type correspondence, records and other written materials.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Record Keeping -These questions evaluate your ability to perform common 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.

Clerical Operations with Letters and Numbers - These questions test your skills and abilities in clerical operations involving 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.

NOTE: Copies of the publication "*How to Take a Written Test*" and "*Guide to Taking the Written Test for Entry-Level Clerical Series"* may be downloaded from the NYS Department of Civil Service website (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.

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.

*A **NON-REFUNDABLE** fee of $15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH**. File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 12-30-20