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

Valerie M. Nugent
Director of Human Resources

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

OPPORTUNITIES AS

NO. 21-001 ACCOUNT 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. For information on vacancies in a particular school district, contact the Board of Education of the school district.

SALARY: $ 16.56/hr. (Jefferson County Office 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.

LAST FILING DATE: October 1, 2021

EXAMINATION DATE: November 20, 2021

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.**

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 exam:

(A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts or records; OR

(B) Graduation from high school or possession of a high school equivalency diploma and completion of one year of study in a regionally accredited or New York State registered college, university, or business school included or supplemented by a minimum of six (6) semester credit hours in accounting or bookkeeping. **ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

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

EXAMPLES OF WORK: (illustrative only)

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders, to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;

Verifies all calculations and codes on documents;

Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;

Reconciles all entries, both debits and credits;

Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;

Produces data needed for State and federal reimbursement claims;

Receives cash payments, issues receipts;

Prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate ledgers;

Makes bank deposits as necessary;

Contacts clients, vendors, etc., to obtain additional information as necessary;

Provides routine information orally or in writing in response to inquiries on financial records;

Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills, correspondence;

Receives, balances, audits, and prepares payroll time records;

Processes data either for computer or other records;

Makes computations as necessary;

Operates calculator, computer terminal, printer and other related office equipment.

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

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.

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**.

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**.

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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM. Also, you may not bring books, reference materials, or other devices.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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 in the remarks section on your application form.

NOTE: Copies of the publications "*How to Take a Written Test*" and "*Guide to Taking the Written Test for Entry-Level Account/Audit Clerical Series"* may be downloaded from the NYS Department of Civil Service website https://www.cs.ny.gov/testing/testguides.cfm.

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.

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