

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. 66-899 PRINCIPAL ACCOUNT CLERK**

VACANCIES: At present, one vacancy exists with Jefferson County Office for the Aging and one vacancy with Jefferson-Lewis BOCES.

SALARY: \$21.81 – \$27.92 (Office for the Aging)  
\$38,000 - \$42,000 (Jefferson-Lewis BOCES)

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT  
LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE: December 17, 2021**

**EXAMINATION DATE: February 5, 2022**

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:

A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business, or a closely-related field and three years of experience maintaining financial accounts and records; OR

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

B) Graduation from high school or possession of a high school equivalency diploma and five years of experience maintaining financial accounts and records; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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

## EXAMPLES OF WORK: (illustrative only)

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;

Directs the audit of varied accounts, claims, and records and the preparation of reports thereon;

Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;

Compiles, prepares, and analyzes a variety of complex financial and statistical records and reports;

Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes, and related obligations;

Revises, systematizes, and installs account keeping and records maintenance methods and procedures;

Reviews financial reports, records, and documents prepared by subordinates for accuracy and completeness;

Reconciles ledgers of revenue received with bank statements;

Conducts correspondence in connection with financial matters;

May supervise the preparation of purchase orders and the securing of bids from vendors;

Maintains contacts with vendors and fiscal personnel in other agencies regarding financial operations;

Operates calculator, computer terminal, personal computer, and other related office machines.

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

### Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

### 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**.

### Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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**.

### Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**Test guide:**

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website:<https://www.cs.ny.gov/testing/testguides.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.

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.

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