

BROOME COUNTY DEPARTMENT OF PERSONNEL  
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA  
60 HAWLEY STREET, PO BOX 1766  
BINGHAMTON, NEW YORK 13902  
AN EQUAL OPPORTUNITY EMPLOYER

## CONTINUOUS RECRUITMENT

### OPEN COMPETITIVE EXAMINATION FOR

# ACCOUNT CLERK

**Exam Number: 12-001**

**Applications Accepted Continuously  
Examination will be held on an as needed basis**

**Processing fee:** Fifteen dollar (**\$15.00**) non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Director of Management and Budget will be accepted. The fee is non-refundable.** Please be sure to include applicant's name, social security number and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**Admission notices will be mailed to all approved candidates.**

**APPLICATION FEE WAIVER:** 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 social service 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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
\$11.6310/hour	Anticipated	Various Broome County Departments
\$20,536	Anticipated	Broome Community College
Varies	Anticipated	Towns, Villages and School Districts

**Eligible list:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade. The rank of eligibles changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

**Residency:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

**DUTIES:** This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments that are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

**MINIMUM QUALIFICATIONS:** One year of clerical experience maintaining financial accounts and records.

**NOTE:** Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

**Religious accommodations/handicapped persons/military personnel: If special arrangements for testing are required, indicate this on your application.**

**RETESTING: Once you have participated in the written examination, you will not be permitted to participate in the same written examination for a period of six (6) months.**

**SUBJECT OF EXAMINATION:** This is a multiple-choice test administered on an IBM compatible personal computer and will cover knowledge, skills, and abilities in such areas as:

**1. Clerical operations with letters and numbers**

These questions test your skills and abilities in clerical 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.

**2. Arithmetic Computation Without Calculators**

These questions test your ability to do addition, subtraction, multiplication and division. Questions may also involve fractions, decimals, averages and percents. You may NOT use a calculator or any type of calculating device to answer these questions or any other questions in the written test.

**3. 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, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

Candidates must bring a picture ID, and two sharpened #2 pencils to the examination. **USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.** Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

**A study guide for the written test for is available upon request by calling 607-778-2185 or writing to the Broome County Department of Personnel, PO Box 1766, Binghamton, NY 13902. You may also view and/or download this guide from our website at: [www.gobroomecounty.com](http://www.gobroomecounty.com).**

**TERMINATION OF PROGRAM:** The Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

**Rating:** This written 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 test.

**Special Requirement for Appointment in School Districts and BOCES**

Per Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Children of Firefighters and Police Officers killed in the line of duty:** "In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

**General Information/Instructions:** A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).