



City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an Open Competitive Exam for
Account Clerk #D-1724

Date of Exam: July 13, 2024 **Last day to file: June 03, 2024**
(Must be received by close of business NOT Postmarked)

APPLICATION FEE: A \$10.00 application fee is required and must accompany the application. Payment may be made in the form of cash, check or money order. Checks or money orders should be made payable to: CITY CHAMBERLAIN

VACANCIES: The eligible list established as a result from this examination will be used to fill any appropriate vacancies which may occur in this title in the City of Oneida.

SALARY RANGE: \$20.96/Hour.

MINIMUM QUALIFICATIONS: **Either**

1. Graduation from high school including or supplemented by courses in bookkeeping;
OR
2. Graduation from high school and two years of maintaining financial accounts and records;
OR
3. An equivalent combination of training and experience.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing customer accounts and records. Work is performed under general supervision; assignments given in accordance with well-defined procedures. Supervisor is available for consultation on unusual problems and provides instruction on all new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedure;
- Assists in maintaining labor, material, and operational cost records;
- Works with various employees involved in the preparation of data for computer process;
- Prepares correspondence, documents, records, and other written material in draft form;
- Posts figures to appropriate accounts in hard copy or electronically and verifies data entered;
- Issues receipts for monies received;
- Contacts by phone and correspondence department personnel, vendors, etc., to obtain additional information;

- Prepares routine correspondence on matters where policies and procedures are well-defined;
- Answers telephone and acts as a receptionist giving out routine information and directions;
- Uses computer, calculator, typewriter, and other office machines for various operations involving reports, notices, etc.;
- May assist department personnel in reviewing and checking records and reports for accuracy and completeness.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES and PERSONAL

CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures, and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **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.
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 other 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 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

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 online at:<https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS IS RECOMMENDED: The use of solar or battery operated calculators are recommended. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are PROHIBITED. Candidates will not be permitted to use the calculator function on their cell phone.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with the New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations at the State examination center by calling 518-474-1802, no later than two weeks before the test date. **If you have applied for other local government examinations, call or write to each civil service**

agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS OBSERVERS, PERSONS WITH DISABILITIES AND MILITARY PERSONNEL

CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

VETERAN CREDITS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veteran's credits in conjunction with each application filed. Candidates who wish to claim veteran's credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit but must meet all criteria for such credit prior to its use.

Veteran's credits can only be added to a passing score on the exam.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Oneida Civil Service Commission of any change in name, telephone number, or address. No attempt will be made to locate any candidate who has moved.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written exam five (5) days before the exam date, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

ALTERNATE TEST DATES: Alternate Test Dates may be arranged upon review of the circumstances according to the Alternate Test date Policy established by the CS Commission. Call thirty (30) days prior to the exam concerning the terms of the policy. For a copy of the policy, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

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 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 by the close of business on the application deadline as listed in the exam announcement. This form may be obtained on line or from the Civil Service Office.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Applications and additional information are available in the Civil Service Office,
City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421 315-363-2022 or
downloaded at our website www.oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission
Posted: 04/30/2024

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