



MUNICIPAL CIVIL SERVICE COMMISSION

“Personnel Chosen for Merit in Fair Competition”

City of Port Jervis, New York

City Hall, 14-18 Hammond Street, Port Jervis, New York

12771

(845) 858-4000 ext. 4052

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COMMISSIONERS

, Chairperson

Sally VonSauers

Joan McBride

Cheryl Kent-Biccum
Secretary

EXAMINATION ANNOUNCEMENT ACCOUNT CLERK-TYPIST #20241193 OPEN COMPETITIVE

EXAMINATION DATE: NOVEMBER 9, 2024

LAST FILING DATE: OCTOBER 25, 2024

APPLICATIONS MUST BE POSTMARKED NO LATER THAN OCTOBER 25, 2024.

A **\$20.00 non-refundable application fee** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the CITY OF PORT JERVIS. Do not send cash! Write the examination number (s) and the applicant's name and on the personal check or money order.

The eligible list resulting from this examination will be used to fill future vacancies and any other appropriate full-time vacancy which may occur during the life of the list (4 years).

Salary range: \$19.50-\$23.50/hr

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: Employees in this class usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and give detailed instructions on all new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross-checking, or by another step in the accountkeeping process.

Performs routine clerical work in maintaining and checking financial accounts and records which involves the standardized application of accountkeeping practices. The work requires substantial operation of a PC; does related work as required. Employees in this class work under general supervision of standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and give detailed instructions on all new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic spot checks, by cross checking, or by another step in the accountkeeping process.

OPEN COMPETITIVE ACCOUNT CLERK TYPIST

MINIMUM QUALIFICATIONS: One year of clerical experience, some of which shall have involved maintaining or checking financial accounts or records, and graduation from a standard senior high school including a course in typing, preferably with a concentration in commercial subjects, or any equivalent combination of experience and training sufficient to indicate ability to do the work.

The position of Account Clerk-Typist requires proficiency in keyboarding/typing which will be evaluated during the probationary period of the appointment by the appointing authority.

SPECIAL REQUIREMENTS: Candidate must have experience in Word and proficient in Excel software programs.

SUBJECT OF EXAMINATION: There will be a written test which you must pass to be considered for appointment. The written is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Alphabetizing:** These questions are designed to test a candidate's ability to file material accurately in alphabetic order.
2. **Recordkeeping:** These questions are designed to test a candidate's ability to perform common recordkeeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical recordkeeping 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.
3. **Clerical Operations, with Letters and Numbers:** These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letter and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.

CALCULATOR STATEMENT: Candidates are permitted to use either a hand-held, battery operated or light sensitive calculator for this examination. A calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination.

SPECIAL TESTING ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examination on the scheduled date and disabled candidates who require special accommodation to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate date to the PORT JERVIS CIVIL SERVICE COMMISSION, 20 HAMMOND ST., PORT JERVIS NY 12771 as soon as possible before the test date.

SECTION 23.2: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rule and Regulation dealing with the preparation and rating of examinations will apply to this examination.

CROSSFILING: If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

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VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must apply for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or by sending a stamped, self-addressed legal size envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not knowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

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ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: September 26, 2024

Cheryl A. Kent-Biccum
CS Commission Secretary