



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

Lisa Randazzo, Chairperson

Sally VonSauers

Kristin Trovei

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Secretary

EXAMINATION ANNOUNCEMENT SENIOR PAYROLL CLERK #69844 OPEN COMPETITIVE

EXAMINATION DATE: JULY 15, 2023

LAST FILING DATE: JUNE 15, 2023

APPLICATIONS MUST BE POSTMARKED NO LATER THAN JUNE 15, 2023

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.

Salary range: \$60,000-75,000/annual

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: This work involves the management of the payroll operation in a school district or municipality, preparing and maintain the payroll and payroll records to ensure that all requirements are met to deliver a payroll. The work involves managing and reporting of the separate retirement systems and Union contracts for each payroll and is carried out with wide latitude allowed for independent action. Work is performed under the general supervision of a designated Administrator or Official and supervision is exercised over the work of clerical staff assigned to the payroll office. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business, Office Management, or data processing, and two (2) years of experience in the preparation of computerized payrolls and related reports, one (1) year of which shall have been in a supervisory capacity;
- OR**
- B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as outlined in (A) above.
- OR**
- C. An equivalent of combination of training and experience as determined by A and B above.

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

Name and Number Checking

These questions test for the ability to distinguish sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Operations with Letters and Numbers

These questions test for 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**.

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 standard; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Working with Office Records

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with 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**.

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, "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

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.

CANDIDATES REQUESTING A WAIVER BASED ON PRESENT EMPLOYMENT MUST CLEARLY INDICATE THE WAIVER REQUEST ON THEIR APPLICATION.

In order to be considered for a waiver, candidates must provide appropriate documentation at the time of their filing for the examination. Such documentation may consist of a Notice of Examination Results (must state qualifying words per minute), a letter on an Official Letterhead from the acceptable government agency or other similar documentation. In cases where the applicant has passed a typing examination held by the Port Jervis Civil Service Commission, the applicant must provide the name and date of the examination as well as the examination number. The Port Jervis Civil Service Commission will make the determination as to the candidate's request for waiver and all determination will be final.

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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application 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.

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: MAY 18, 2023

Cheryl A. Kent-Biccum
CS Commission Secretary