

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

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#73-741 PRINCIPAL ACCOUNT CLERK  
(Promotion)

DATE OF EXAMINATION:  
December 7, 2013

APPLICATIONS ACCEPTED UNTIL:  
October 18, 2013

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE  
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE  
MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER  
Since application fees are non-refundable, you are urged to carefully compare  
your qualifications with the requirements for admission and file only for those  
examinations for which you are clearly qualified.

SALARY: Salary varies depending on the jurisdiction where the appointment is made.

VACANCIES: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Madison County Departments, towns, villages, special districts and school districts under the jurisdiction of the Madison County Department of Personnel/Civil Service.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. The work is carried out in accordance with outlined policies and procedures, with leeway allowed for the exercise of independent judgment. Work is performed under general supervision of the higher level financial officer. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

PROMOTION: Limited to employees in a County department or jurisdiction where the title of Principal Account Clerk currently exists, and who have at least two years of continuous permanent competitive class status in a Senior clerical title in a jurisdiction whose Civil Service is administered by the Madison County Department of Personnel/Civil Service.

SENIORITY POINTS will be added to the written test score of candidates who pass the written test in accordance with County policy. Rating is based on the length of continuous permanent classified service. A copy of the seniority policy is available from the Madison County Personnel/Civil Service Department.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: “Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.”

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

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

1. Fundamentals of Accountkeeping and Bookkeeping: These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.
2. 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.
3. 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.**

**4. Understanding and Interpreting Written Material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**Use of a hand-held, battery or solar powered calculator for this exam is RECOMMENDED.** Cell phones and 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 or other reference materials.

**OTHER INFORMATION FOR CANDIDATES:** A Guide to the Written Test for the 'Higher Level Account Clerical' series is available at the New York State Department of Civil Service website: [www.cs.state.ny.gov/testing/localtestguides.cfm](http://www.cs.state.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without proper identification.

**APPLICATIONS:** May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov). Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

**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 by the close of business on the Application Deadline as listed on the Examination Announcement.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov).

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test 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 the written test.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may 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 credit.

**THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.**

**BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.**

ISSUED: September 18, 2013

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER