

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

SENIOR FINANCIAL CLERK-TYPIST, O.C. #87995-010

SALARY: \$21.52 per hour (2024) Genesee County. Salary varies in towns, school districts and other Civil Divisions under the jurisdiction of Genesee County Civil Service.

VACANCY: This examination is being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list. An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

LAST FILING DATE-----DECEMBER 11, 2024

WRITTEN EXAMINATION DATE-----JANUARY 18, 2025

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

OPEN COMPETITIVE: A, B, C, or D, including or supplemented by a course or experience in typing, **AND EITHER:**

- A. Possession of an Associate Degree or higher in accounting, business administration, math or related field, AND one (1) year of full-time, paid experience in responsible financial records keeping duties, **[ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPTS AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education, AND completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 15 semester credit hours in accounting, business administration, math, or related field, AND one (1) year of full-time, paid experience in responsible financial record keeping duties, **[ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPTS AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education, AND three (3) years of full-time, paid experience in responsible financial records keeping duties, **[INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

- D. Any equivalent combination of training and experience as defined by the limits of A, B, or C above, **[INDICATE ALL RELEVANT EXPERIENCE AND EDUCATION ON YOUR APPLICATION].**

Part-time, paid experience will be pro-rated.

NOTE: You may file for this examination if you expect to complete the educational requirement by June 30, 2025. If successful on the examination, however, you will not be certified for appointment until you have submitted proof of completion of the educational requirements to Genesee County Human Resources. Proof must be submitted no later than 2 months after the completion date. Failure to do so will result in removal of your name from the eligible list.

NOTE: Photo ID will be required on the day of the examination.

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

TYPICAL WORK ACTIVITIES:

Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;

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TYPICAL WORK ACTIVITIES, Cont'd:

Assigns work, reviews and records work done, and instructs new employees in office specific financial record keeping activities;
Has charge of entering information regarding financial records in a prescribed manner;
Reviews and checks financial records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Supervises the verifying and accuracy of individual financial record balances including adequate fund balances in budget accounts;
Compiles and prepares labor, material and operational cost records and reports;
Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
Operates computing, calculating, check writing and other office machines;
Is responsible for the preparation of reports from financial records;
Working from rough draft or from data personally developed, types a variety of financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other materials;
Conducts routine correspondence on matters where policies and procedures are well defined;
Answers telephone and gives out routine information or relieves at switchboard.

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

1. Name and Number Checking
2. Arithmetic Computation with Calculator
3. Working with Office Records

USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION. QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS ARE PERMITTED. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

EXPANDED SUB-TEST DESCRIPTION:

Name and Number Checking-These questions test for the ability to distinguish between 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 the 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.

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**.

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

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 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**.

Test guide:

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CROSS-FILING: If you have applied for other local government or state examinations, call or write to each civil service agency to make 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 examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.co.genesee.ny.us.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

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VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND A COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED (FORM VC-1) AND A COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us.

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 this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from our website: www.geneseeny.gov. Phone 344-2550 x 2221

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

To apply online, please use the following link: <https://genesee-county.docuware.cloud/DocuWare/Forms/application-with-exam?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>

Online applications must be submitted no later than 5:00 p.m. on December 11, 2024.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

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APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This 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 this rating of the examination will apply to this test.

ALL QUALIFIED APPLICANTS WILL BE AFFORDED EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR MARITAL STATUS.

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