



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094

Malcolm A Needler  
Personnel Officer

(716) 438-4071

## CONTINUOUS RECRUITMENT FOR ACCOUNT CLERICAL I

### Examination Open to the Public

### County Salary CSEA Grade 4 Salaries vary for municipalities

This exam is held on a continuous recruitment basis and candidates will be tested as applications are received. The eligible list resulting from this exam will be used to fill **Account Clerical I and Account Clerk** vacancies as they occur in the agencies under the jurisdiction of Niagara County Civil Service. **Account Clerical I #202329 established on 2/1/2023 will continue to be used through 1/31/2024 or until there are fewer than three (3) candidates eligible for appointment. The continuous recruitment list will supersede #202329 on 2/1/2024 or when there are fewer than three (3) candidates.**

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. **Your name at that score will remain on the list for a one (1) year period.** Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies. **Candidates may retest every six (6) months.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Successful completion of twelve (12) credit hours in accounting, business administration, or closely related field; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** one (1) year of paid clerical experience responsible for compiling and maintaining financial accounts and records.

**NOTE:**

1. Part-time experience will be pro-rated;
2. Credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**DUTIES:** This is routine clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. Incumbents do not perform double-entry bookkeeping. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by an immediate supervisor and by other steps in the account-keeping process. This position differs from Account Clerical II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

A **non-refundable \$15.00 application fee** is required.  
Apply and pay online or submit a check or money order payable to: **Niagara County Civil Service**

**YOUR APPLICATION WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.**

ANNOUNCEMENT ISSUED: JULY 17, 2023

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will 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 AND BOCES:** 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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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

1. **Operations with Letters and Numbers** - These questions test your 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.
2. **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**.
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 in 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. **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**.

A Guide for the Written Test for Account Clerical is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**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 arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE ACCREDITATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary.** *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.*

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, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES Exams/Jobs Portal - https://niagara-portal.mycivilservice.com/](https://niagara-portal.mycivilservice.com/)**

Niagara County Civil Service  
#30000