

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

**AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF
ACCOUNT CLERK - TYPIST - EXAM NO. 1-2010**

DATE OF WRITTEN EXAMINATION: April 3, 2010

LAST DATE OF FILING APPLICATIONS: Applications must be postmarked or received no later than March 22, 2010 in the Civil Service Office by 4:00 p.m.

ALTERNATE TEST DATE POLICY: See attached.

FILING FEE: A \$5.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be accepted at the Personnel/Civil Service office.

Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

VACANCIES: The eligible list established as a result of this examination will be used to fill a part-time vacancy with the City of Oneonta Personnel Department.

SALARY: \$9.00 hour

RESIDENCE REQUIREMENT: Candidates must be legal residents of Otsego County or contiguous counties (Delaware, Chenango, Madison, Herkimer, Schoharie and Montgomery Counties) for at least 1 month immediately preceding the date of the examination. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination.

GENERAL STATEMENT OF DUTIES: Independently performs routine and keyboarding duties in maintaining computerized financial accounts and records and/or assists in performing more difficult and responsible phases of this work; does related work as required.

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

- a) Graduation from high school including or supplemented by courses in bookkeeping and keyboarding; or
 - b) Two (2) years of clerical experience which includes the maintenance of computerized financial accounts and records including the use of a computer;
or
 - c) Any equivalent combination of training and experience in (a) and (b)
- (See reverse side)**

SUBJECT OF EXAMINATION:

Written test designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Clerical Operations with Letters and Numbers**
These questions test your skills and abilities in clerical 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, and counting given groups of letters and/or numbers.
2. **Arithmetic Computation Without Calculators**
These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.
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 to determine the current solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

PERFORMANCE TEST :

Candidates who receive a passing score on the written test must also qualify on the typing performance test. You must pass both the written test and performance test to be considered for appointment. Since the performance test is qualifying (pass/fail), if you pass the performance test your final score for the exam will be the score that you achieve on the written test. Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The City of Oneonta reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

The performance test is a test of keying speed and accuracy. It utilizes a standard keyboard and is given on computers. The computer program requires no prior knowledge of software. A written description of the simple software will be provided at the test site.

The test is five minutes long and is preceded by a three-minute practice session. The text passage is printed in a test booklet. Candidates enter ("key" or "type") as much of that passage as they can during the time available.

In order to pass the test, candidates must enter the text at a rate of at least 35 words per minute, with at least 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum allowable number of errors is 7. (**NOTE:** A word is defined as five characters. The rating formula divides the total number of characters entered by five to determine the number of words entered.)

If you wish to use a mechanical copyholder, you may bring one as long as it does not contain any kind of magnet. Copyholders with any kind of a magnet or magnetic device are prohibited.

USE OF A CALCULATOR IS PROHIBITED.

A Guide To Taking The Examination for Entry-Level Account Clerk Series will be sent to all approved candidates no later than 1 week before the test date. If you have not received a copy, please call the Civil Service/Personnel Office at 607-432-0670.

The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.