

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

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Commissioner

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**CITY OF LACKAWANNA**

**EXAMINATION OPEN TO THE PUBLIC**

**ACCOUNT CLERK TYPIST**

Exam No. 16001

**\$10.00 Filing Fee**  
**Check or Money Order Only**

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Open Competitive examination No. 16001, **ACCOUNT CLERK TYPIST**, City of Lackawanna.

THE ELIGIBLE LIST RESULTING FROM THIS EXAMINATION WILL BE USED TO FILL ANY FUTURE VACANCIES IN THE TITLE OF ACCOUNT CLERK TYPIST IN THE CITY OF LACKAWANNA, LACKAWANNA CITY SCHOOL DISTRICT, AND THE LACKAWANNA MUNICIPAL HOUSING AUTHORITY. SALARIES VARY.

**EXAMINATION DATE**

**LAST DATE FOR FILING APPLICATION**

**December 3<sup>rd</sup> 2016**

**November 2<sup>nd</sup> 2016**

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**RESIDENCY REQUIREMENT:** Candidates must have been legal residents of the City of Lackawanna for at least four (4) months immediately preceding the date of the exam and be legal residents of the City of Lackawanna at the time of appointment.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience which shall have involved maintaining or checking financial accounts or records. The one year of experience in maintaining financial records must have included typing (keyboarding).

**EXAMPLES OF WORK: (Illustrative Only) OPERATES A TYPEWRITER, DATA ENTRY KEYBOARD OR MICRO-COMPUTER IN PERFORMING DUTIES DESCRIBED BELOW:** Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies; verifies all calculations and codes on documents; posts figures to appropriate account in hard copy or electronically and verifies all data entered; prepares correspondence, documents, records and other written material in draft form; reconciles all entries, both credits and debits; prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid; produces data needed for state and federal reimbursement claims; receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts to appropriate ledger; deposits bank receipts and transacts other bank business; contacts by telephone and correspondence clients, vendors, etc. to obtain additional information; provides routine information orally or in writing in response to inquires on financial records; files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence; receives balances and audits payroll time records; operates computer terminal, printer, calculator and other related office equipment

**COMPLETED APPLICATIONS MUST BE RECEIVED, PAID & FILED ON OR BEFORE  
NOVEMBER 2<sup>nd</sup> 2016 @ CLOSE OF BUSINESS – 4:30 pm EST.**

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; working knowledge of modern office terminology, procedures, equipment and business English; ability to operate a personal computer and utilize common office software programs including word processing; spreadsheet and databases at an acceptable rate of accuracy and speed; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to analyze and organize data and prepare records and reports; ability to understand and interpret oral instructions and/or written directions; ability to perform close, detail work involving considerable visual effort and concentration; clerical aptitude; physical condition commensurate with the demands of the position.

**SUBJECTS OF EXAMINATION:** written test designed to test for knowledge 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, checking, 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 solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

#### **THE USE OF A CALCULATOR IS PROHIBITED**

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test related information as well as sample test questions similar to the questions that will be used in this written test. The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at [http://www.cs.ny.gov/testing/test\\_guides](http://www.cs.ny.gov/testing/test_guides). In addition, a copy of this test guide can also be obtained at the Lackawanna Civil Service Office located at 714 Ridge Rd, Lackawanna, NY, Room 213.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Sec. 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 this written examination.

**PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on the typing performance test to be held at a later date.** 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 who fail the typing test will be given an immediate retest that same day (within a few minutes after the initial typing test). **No further retesting will be allowed.**

Candidates may be invited to the performance test in the order of the scores they achieve on the written test. The Lackawanna Civil Service Commission 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 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 copy holder, you may bring one as long as it does not use any kind of a magnet. Copy holders with any kind of a magnet or magnetic device are prohibited.

**PERFORMANCE TEST WAIVER POLICY:** The performance test may be waived for candidates who have passed a typing performance test at a rate of at least 35 words per minute. The performance test must have been administered by the Lackawanna Civil Service Commission, the NYS Department of Civil Service, the NYS Department of Labor or any local municipal civil service agency within the State of New York. Candidates must have passed the performance test within 4 years of the date of the written examination. Such candidates must provide verification from the agency that administered the performance test, including the agency name and address, title of the examination, test date, and the passing rate of speed.

**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.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Veterans:** Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Effective 1/1/98 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 the 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.

In accordance 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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**Saturday Religious Observer:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different day.

**Persons with Disabilities:** If special arrangements are required for testing, indicate this on your application.

**How to Apply:** Application forms are available at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, NY. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, NY, 14218 **ON OR BEFORE November 2<sup>nd</sup> 2016 @ 4:30 pm EST.**

**Application Fee:** NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the Lackawanna Civil Service Commission and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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. A copy may be obtained at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

**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.

**Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible.** Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 10/12, 10/19, 10/26