

PLEASE POST CONSPICUOUSLY
**THE CITY OF NEWBURGH CIVIL SERVICE
COMMISSION ANNOUNCES**

OPEN COMPETITIVE EXAMINATION NO. 2012-1 FOR

ACCOUNT CLERK

**DATE OF EXAM
AUGUST 8, 2012**

**LAST FILING DATE
AUGUST 1, 2012**

**SALARY
\$27,956 - \$39,181**

CLERK EXAM #2012-1 Newburgh Enlarged City School District, 124 Grand Street, Newburgh, NY 124 Grand Street, Newburgh, NY. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. No personal checks accepted. Cash or money order made payable to the City of Newburgh only. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN AUGUST 1, 2012. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF AUGUST 1, 2012. (See reverse side for fee waiver information)**

GENERAL STATEMENT OF DUTIES: Independently performs routine clerical work in maintaining and checking financial accounts and records which involves the standardized application of accounts keeping practices and/or assists in performing more difficult and responsible phases of this work; does related work as required.

MINIMUM QUALIFICATIONS TO APPLY:

Graduation from high school or possession of a high school equivalency diploma AND
A. One year of experience which included compilation and maintenance of financial accounts and records, OR;
B. Successful completion of one year of clerical training.

SUBJECT OF EXAMINATION: The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder and count letters and numbers following specific directions for each question, Knowledge of the alphabet and the ability to count are required.

2. ARITHMETIC COMPUTATION: These questions are designed to test a candidate's ability to perform basic computations using addition, subtraction, multiplication and division. Questions may also involve the use of fractions, decimals, averages and percents. Word problems are not included in these questions.

3. ARITHMETIC REASONING: These questions are designed to test a candidate's ability to solve arithmetic problems presented in sentence or short paragraph form. The candidate 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 correct solution. Knowledge of addition, subtraction, multiplication and division is necessary. Questions may also involve the use of percents, decimals and fractions.

THE PASSING GRADE FOR THIS EXAMINATION IS 70.0. This written examination is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section

23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

CALCULATOR STATEMENT: The use of a calculator or slide rule is prohibited..

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, 10 or 5 points respectively, must claim these credits on the application. The supplemental form included with the application must also be completed and submitted with proof of war service, (DD214).

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head 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. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

Applicants must answer every question on the application form and be sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by applicants are subject to verification.

Note to Saturday Sabbath Observers and/or Disabled Candidates: If special arrangements for testing are required, you must so indicate on your application.

Applications are available at the office of the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, Monday – Friday from 8:30 – 4:30, or on-line at www.cityofnewburgh-ny.gov.

**THE CITY OF NEWBURGH
AN EQUAL OPPORTUNITY EMPLOYER**

NEWBURGH CIVIL SERVICE COMMISSION

Richard Gadbois – Chairman
Thomas Barry- Commissioner
Cindy Holmes - Commissioner
Michelle Mills - Administrator

Issue Date: July 12, 2012