

CITY OF SALAMANCA CIVIL SERVICE COMMISSION
OPEN-COMPETITIVE EXAMINATION FOR:

ACCOUNT CLERK-TYPIST

Examination number 2009-2

Vacancy:

The resulting eligible list may be used for vacancies which may occur in the following offices: City of Salamanca Offices, Salamanca Housing Authority, Salamanca Board of Public Utilities.

Salary: \$10.00 an hour (varies with experience)

EXAMINATION DATE: November 21, 2009

LAST FILING DATE: October 30, 2009

Applications received by mail **must be** postmarked no later than **October 30, 2009.**

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RESIDENCY: Candidate must have been legal residents of New York State for at least one month immediately preceding the date of the examination. Preference in appointment may be given to successful candidates who have been legal residents of the locality or of the District in which appointment is made for at least one month prior to the date of the examination and are residents of the locality or District at the time of certification for appointment.

FEE REQUIRED: The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **ten dollars (\$10)** per applicant for each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "City of Salamanca". Applicants whose personal checks are returned for insufficient funds will not be considered as candidates. **APPLICANTS MUST RECORD THE EXAMINATION NUMBER (S) AND TITLE (S) ON THEIR CHECKS.**

DUTIES: The work involves responsibility for performing clerical duties and utilizing standard account keeping practices in maintaining and reviewing financial accounts and processing equipment. The work is performed under direct supervision with detailed instruction given for new or difficult assignments. Does related work as required.

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

Either:

A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts and records that include the operation of a keyboard;

Or

B) Two years of experience in maintaining accounts and records that includes the operation of a keyboard;

Or

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Or

NOTE: One year of appropriate college/business school may be equated to one year of required experience and training. Indicate on application the courses for which you are credited.

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

- 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 Computations** - 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 an arithmetic problem presented in sentence or short paragraph form. The candidate must read the problem, understand the situation presented, decide what may 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 are necessary. Questions may also involve the use of percents, decimals and fractions.

NOTE: USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.

Study Guides: “A guide to taking the Examination for Account Clerk typist” is available in the Civil Service Office. Call/write (716) 945-4250, Civil Service Commission 225 Wildwood Avenue, Salamanca, N.Y. 14779 “to obtain a copy.”

TYPING PERFORMANCE TEST: Candidates who receive a passing score on the written test must also qualify on a performance test. You must pass both the written test and performance tests 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.

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.

The test is five minutes long and is preceded by a three-minute practice session. 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 test at a rate of at least 35 words per minute, with 96% accuracy. For example, if a candidate enters the text at 35 words per minute, the maximum number of allowable 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. Candidates who receive a passing score on the written test, but fail to qualify on the typing test, will be permitted one typing retest which will be given immediately following the first performance test.

NOTE: This Commission does not accept typing performance results from business schools or colleges. Candidates who have **within four years** prior to the date of this examination qualified in a comparable typing performance test held by this commission may have the typing performance test waived.

Saturday Sabbath Observers, Handicapped, Active Military, Emergency or Schedule Conflicts beyond control: If special arrangements for testing are required, indicate this on the application form, and contact Salamanca Civil Service Commission.

Veteran’s Credit: Veterans or disabled war veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from this office. Veteran’s credits can only be added to a passing score on the examination.

Effective January 1, 1998, 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 eligible list. It is the responsibility of the candidate to provide

appropriate documentary proof indications that the service was in time of war, as defined in Section 85 of 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.

Section 23.3 Statement: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil law, rules and regulations dealing with the preparation and rating of examination will apply to this examination.

Applications may be obtained from the Salamanca Civil Service Commission Office, 225 Wildwood Avenue, Salamanca, N.Y. 14779. Phone (716) 945-4250, office open Monday-Thursday 6:00am-10:00am, Friday 6:00am-9:30am. Applications must be filed with this office no later than the last filing date as specified above.

Approved applicants will be sent a written notice when and where to appear to take the written test. If you do not receive the notice 3 days before the exam date, contact the Salamanca Civil Service office immediately at (716)945-4250

**CITY OF SALAMANCA
CIVIL SERVICE COMMISSION
SALAMANCA, NEW YORK**

Issued: September 29, 2009

**CITY OF SALAMANCA: AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER**