



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539

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Financial Clerk Examination No. 26-000

APPLICATIONS ACCEPTED
CONTINUOUSLY

EXAMINATIONS WILL BE HELD
PERIODICALLY

LOCATION/VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies in the City of Ithaca.

RESIDENCY: Candidates must be legal residents of Tompkins County at least one month prior to the date of the examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

SALARY: \$18,177 - \$20,893 (35 hrs wk)
\$20,775 - \$23,879 (40 hrs wk)

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. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. The incumbent works under supervision on routine assignments that 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 the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in account keeping; or
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid clerical experience, or its part-time and/or volunteer equivalent, which shall have involved the maintenance of financial accounts or financial records.

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.

SCOPE OF THE EXAMINATION: The WRITTEN EXAMINATION will cover knowledges, 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 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 an arithmetic problem 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 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.

A Guide to Taking the Written Test for the Entry-Level Account Clerical Series (Financial Clerk) is available upon request. Write to the City of Ithaca Human Resources Department at 108 East Green Street - Ithaca, NY 14850 or call us at (607) 274-6539 to obtain a copy.

Use of a calculator or slide rule on this examination is **PROHIBITED**.

In addition to the written examination, a qualifying **DATABASE-CLERICAL PERFORMANCE TEST** will also be required of all candidates for Financial Clerk positions. The database-clerical performance test will be administered separately, at a later date.

Database-Clerical Performance Test: A performance test will be held at a later date, to be announced. The test will be a performance test that will require you to use a conventional personal computer (PC) with a standard keyboard to perform various clerical tasks using simulated databases. The databases will be of a generic variety; you do not need any present knowledge of these databases in order to do well on the test. When you begin the testing program, you will receive graphic on-screen instructions that tell you how to use the databases and how to take the test.

The test will consist of three parts. In Part One, you will be required to add, delete and update various records in a database. In Part Two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In Part Three, the computer will present questions about the information that you wrote down in Part Two. You will enter your answers directly into the PC. Your rating (pass/fail) on this test will be based on the amount of data entered and on the accuracy of those entries.

Candidates will only be called to the performance test if they passed the written test and may be called in the order of the scores they achieved on the written test. The City of Ithaca reserves the right to give the performance test to only as many candidates as are needed to fill available vacancies.

You must pass both the written and performance tests to be eligible for appointment. Your score on the eligible list will be based on your score on the written test.

PERFORMANCE TEST WAIVER POLICY (Database-Clerical Performance Test): If you have passed a database-clerical test provided by the NYS Department of Civil Service, in this or any other county, city, or town in New York State within the past twelve months, you may be eligible to have the performance test waived. If you request a waiver, you must submit verifiable evidence of qualifying. Include the title, location, and date of the performance test in the comments/remarks section of your application. Waivers for this database-clerical test will not be granted for typing tests, production data entry, or emergency-data entry tests that you may have passed.

RE-TEST POLICY (Written Exam): Candidates who fail the written examination, or who wish to retake the written examination to achieve a better score, may do so upon the submission of a new application. However, a six month waiting period for re-test on the written part will apply. In no event may any candidate take the Financial Clerk and/or Entry-level Accountkeeping examination more than twice in any one year period.

RE-TEST POLICY (Performance Tests): Candidates who fail to qualify on a required performance test are entitled to request an opportunity for a re-test, provided that they request the re-test in writing, within thirty (30) days of notification of their failure to qualify. However, no candidate will be allowed to take either the typing performance test or the database-clerical performance test more than four (4) times in any one year period.

DURATION OF ELIGIBLE LIST: Candidates who successfully pass the required examination will be certified onto the civil service eligible list for a period of one (1) year. Rank on the eligible list will be based on the candidate's written test score, with candidates' names being interfiled by written test score as examinations are given.

APPLICATIONS MAY BE OBTAINED: at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. Applications may also be downloaded from the City of Ithaca Human Resources Department webpage at www.cityofithaca.org.

TIME AND PLACE OF THE EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. Examinations will be scheduled and conducted on an as-needed basis.

RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:

_____ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.

_____ 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 City of Ithaca Human Resources/Civil Service Department 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.

SECTION 23.2 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 Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT:

Veterans or disabled 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 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 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.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance 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.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

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3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three scorers willing to accept appointment.
5. It is the responsibility of the candidate to notify the Human Resources Department /Civil Service of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission
January 1, 2007

The Financial Clerk Examination is conducted as a continuous recruitment examination program.

THE CITY OF ITHACA
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION