CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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 is available upon request. Write to the City of Ithaca Human Resource 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 **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

TYPING 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 typing 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 Ithaca 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. The test is five minutes long and is preceded by a three-minute practice session.

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).

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PERFORMANCE TEST WAIVER POLICY (Typing Performance Test): The required typing performance test may be waived for candidates who have already successfully qualified on such performance test administered by a local or state civil service agency within the State of New York, within one year preceding the date of the written examination. Candidates requesting a waiver must provide verification of their qualification from the civil service agency which administered the performance test, including the title and location of the performance test(s), the test date(s) and the passing speed(s).

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 Entry-level Accountkeeping and/or Financial Clerk written 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:
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VETERAN'S CREDIT:
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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

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4. Appointments from an eligible list must be made from the top three scorers willing to accept appointment.

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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

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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
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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 is available upon request. Write to the City of Ithaca Human Resource 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 **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

TYPING 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 typing 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 Ithaca 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. The test is five minutes long and is preceded by a three-minute practice session.

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).

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PERFORMANCE TEST WAIVER POLICY (Typing Performance Test): The required typing performance test may be waived for candidates who have already successfully qualified on such performance test administered by a local or state civil service agency within the State of New York, within one year preceding the date of the written examination. Candidates requesting a waiver must provide verification of their qualification from the civil service agency which administered the performance test, including the title and location of the performance test(s), the test date(s) and the passing speed(s).

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 Entry-level Accountkeeping and/or Financial Clerk written 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.

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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:
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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.

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ACCOUNT CLERK
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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

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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
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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.

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

In addition to the written examination, a qualifying **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

TYPING 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 typing 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 Ithaca 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. The test is five minutes long and is preceded by a three-minute practice session.

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).

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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 Entry-level Accountkeeping and/or Financial Clerk written 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.

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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:
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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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ACCOUNT CLERK
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APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

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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:
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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.

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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
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 calculator or any other type of calculating device to answer these questions or any other questions in the written test.

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

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

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Issued by: City of Ithaca Civil Service Commission
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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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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 Entry-level Accountkeeping and/or Financial Clerk written 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:

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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.

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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
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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.

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

In addition to the written examination, a qualifying **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

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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.

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).

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

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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 Entry-level Accountkeeping and/or Financial Clerk written 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.

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SECTION 23.2 STATEMENT:
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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.

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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.

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4. Appointments from an eligible list must be made from the top three scorers willing to accept appointment.

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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

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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 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.

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
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ACCOUNT CLERK
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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 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 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.

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<u>RE-TEST POLICY</u> (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 Entry-level Accountkeeping and/or Financial Clerk written examination more than twice in any one year period.

<u>RE-TEST POLICY</u> (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.

<u>DURATION OF ELIGIBLE LIST</u>: 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.

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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.

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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

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AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

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Issued by: City of Ithaca Civil Service Commission
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CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

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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 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 calculator or any other type of calculating device to answer these questions or any other questions in the written test.

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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).

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<u>RE-TEST POLICY</u> (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 Entry-level Accountkeeping and/or Financial Clerk written examination more than twice in any one year period.

<u>RE-TEST POLICY</u> (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.

<u>DURATION OF ELIGIBLE LIST</u>: 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.

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VETERAN'S CREDIT:
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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.

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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
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

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Issued by: City of Ithaca Civil Service Commission
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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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 is available upon request. Write to the City of Ithaca Human Resource 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 **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

TYPING 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 typing 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 Ithaca 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. The test is five minutes long and is preceded by a three-minute practice session.

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).

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PERFORMANCE TEST WAIVER POLICY (Typing Performance Test): The required typing performance test may be waived for candidates who have already successfully qualified on such performance test administered by a local or state civil service agency within the State of New York, within one year preceding the date of the written examination. Candidates requesting a waiver must provide verification of their qualification from the civil service agency which administered the performance test, including the title and location of the performance test(s), the test date(s) and the passing speed(s).

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 Entry-level Accountkeeping and/or Financial Clerk written 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

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

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EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
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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

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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
February 24, 2016

The Entrance-level Account-Keeping Examination is conducted as a continuous recruitment examination program.

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 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 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.

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

In addition to the written examination, a qualifying **TYPING PERFORMANCE TEST** will also be required of all candidates for Account Clerk-Typist positions. The typing performance test will be administered separately, at a later date.

TYPING 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 typing 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 Ithaca 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. The test is five minutes long and is preceded by a three-minute practice session.

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).

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PERFORMANCE TEST WAIVER POLICY (Typing Performance Test): The required typing performance test may be waived for candidates who have already successfully qualified on such performance test administered by a local or state civil service agency within the State of New York, within one year preceding the date of the written examination. Candidates requesting a waiver must provide verification of their qualification from the civil service agency which administered the performance test, including the title and location of the performance test(s), the test date(s) and the passing speed(s).

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 Entry-level Accountkeeping and/or Financial Clerk written 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:
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Issued by: City of Ithaca Civil Service Commission
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CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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SALARY: Varies per jurisdiction.

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Issued by: City of Ithaca Civil Service Commission
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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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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.

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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
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

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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 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.

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
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EXAMINATIONS WILL BE HELD PERIODICALLY

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ACCOUNT CLERK
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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.

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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.

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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
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District 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 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 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 calculator or any other type of calculating device to answer these questions or any other questions in the written test.

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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.

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).

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Issued by: City of Ithaca Civil Service Commission
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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

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DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

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ACCOUNT CLERK
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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.

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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.

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SECTION 23.2 STATEMENT:
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VETERAN'S CREDIT:
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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.

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4. Appointments from an eligible list must be made from the top three scorers willing to accept appointment.

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Issued by: City of Ithaca Civil Service Commission
February 24, 2016

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

CITY OF ITHACA
108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE
Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST

APPLICATIONS ACCEPTED CONTINUOUSLY

EXAMINATIONS WILL BE HELD PERIODICALLY

LOCATION/VACANCIES: The eligible lists established as a result of this examination will be used to fill vacancies in the Ithaca City School District and Ithaca Housing Authority as they occur.

RESIDENCY: Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga) 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: Varies per jurisdiction.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk): The work involves the application of standardized account-keeping practices in the routine maintenance and review of financial accounts and records, and/or assisting in performing more difficult and responsible account-keeping functions. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well-defined procedures. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS (Account Clerk-Typist): This work involves the application of standardized account keeping practices in maintaining and reviewing financial records and accounts and requires the operation of a typewriter a substantial part of the time. Employees of this class perform routine account keeping tasks independently or assist in the more difficult or responsible account keeping functions. The duties of Account Clerk-Typist are similar to those of an Account Clerk except an Account Clerk-Typist spends a substantial amount of time operating a typewriter at an acceptable rate of speed. This class differs from that of Typist by the financial record keeping duties required by the position. Work is performed under direct supervision allowing for some exercise of independent judgment in carrying out assignments in accordance with well defined procedures. Does related work as required.

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN THE ITHACA CITY SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District as involving direct contact with students, a clearance for employment from the State Education Department is required.

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Entrance-Level Account-Keeping Examination No. 25-000

ACCOUNT CLERK
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