

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: PAYROLL CLERK
TOWN OF NISKAYUNA
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES
AS NEEDED.

EXAM NUMBER: 69-938

SALARY RANGE: \$26,737 - \$40,695 (2008)

LAST DATE FOR FILING: APRIL 22, 2008

DATE OF EXAMINATION: MAY 31, 2008

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF SCHENECTADY COUNTY FOR AT LEAST ONE (1) MONTH.

DUTIES: THIS CLERICAL POSITION INVOLVES ASSISTING IN THE PREPARATION AND PROCESSING OF ONE OR MORE PAYROLLS. ATTENTION TO DETAIL IS AN IMPORTANT FACTOR OF THIS POSITION. DIRECT SUPERVISION IS RECEIVED FROM AN ADMINISTRATIVE SUPERVISOR IN THE DEPARTMENT. GENERAL DIRECTION IN THE FORM OF ON-GOING TRAINING, MAY BE RECEIVED FROM A HIGHER LEVEL CLERICAL EMPLOYEE. THE INCUMBENT DOES RELATED WORK AS REQUIRED.

MINIMUM QUALIFICATIONS: (ON THE DATE OF THE WRITTEN TEST)

- (A) GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA, AND SIX (6) MONTHS OF CLERICAL EXPERIENCE, WHICH SHALL HAVE INCLUDED PAYROLL INPUT OR PROCESSING; OR
- (B) ONE YEAR OF CLERICAL WORK EXPERIENCE, WHICH SHALL HAVE INCLUDED PAYROLL INPUT OR PROCESSING.

NOTE: APPROPRIATE PART-TIME AND/OR VOLUNTEER EXPERIENCE, WHICH CAN BE VERIFIED, WILL BE ACCEPTED ON A PRORATED BASIS.

TOLERANCE POLICY:

CANDIDATES WHO DO NOT POSSESS THE MINIMUM EDUCATIONAL QUALIFICATIONS AS OF THE DATE OF THE EXAMINATION MAY BE ADMITTED TO THE EXAM, CONDITIONALLY, WITH FINAL APPROVAL FOR THEIR QUALIFICATIONS BEING GRANTED ONLY UPON SUBMISSION BY THE CANDIDATE OF PROOF OF HAVING MET THE MINIMUM EDUCATIONAL QUALIFICATIONS **WITHIN FORTY-FIVE (45) DAYS OF THE DATE OF THE EXAM.**

THE TOLERANCE WILL EXTEND ONLY TO THE ISSUE OF COMPLETING THE MINIMUM EDUCATIONAL QUALIFICATIONS. ALL OTHER MINIMUM QUALIFICATIONS MUST BE MET ON OR BEFORE THE DATE OF THE EXAM. THE CANDIDATE MUST PROVIDE THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, AT THE TIME OF APPLICATION, WITH EITHER PROOF OF COMPLETION OF THE MINIMUM EDUCATIONAL REQUIREMENTS **OR** A STATEMENT THAT IT WILL BE COMPLETED WITHIN THE SAID FORTY-FIVE (45) DAY PERIOD.

FAILURE OF THE CANDIDATE TO SUBMIT SUCH PROOF OF COMPLETION OF THE MINIMUM EDUCATIONAL QUALIFICATIONS WITHIN SAID FORTY-FIVE (45) DAY PERIOD SHALL DISQUALIFY THE CANDIDATE. THE RESPONSIBILITY FOR SUBMITTING THE PROOF SHALL BE SOLELY THE RESPONSIBILITY OF THE CANDIDATE. FOR THIS EXAMINATION, THE FORTY-FIVE DAY PERIOD IS ON/OR BEFORE **JULY 15, 2008.**

SUBJECTS OF EXAMINATION: A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

1. ARITHMETIC COMPUTATION WITH CALCULATOR

THESE QUESTIONS TEST FOR THE ABILITY TO USE A CALCULATOR TO DO BASIC COMPUTATIONS. QUESTIONS WILL INVOLVE ADDITION, SUBTRACTION, MULTIPLICATION AND DIVISION. YOU MAY ALSO BE ASKED TO CALCULATE AVERAGES AND PERCENTS, AND TO ROUND AN ANSWER TO THE NEAREST WHOLE NUMBER OR TO ONE OR MORE DECIMAL PLACES. YOU SHOULD BRING WITH YOU A HAND-HELD BATTERY- OR SOLAR-POWERED CALCULATOR FOR USE ON THIS TEST.

2. CODING/DECODING INFORMATION

THESE QUESTIONS TEST FOR THE ABILITY TO USE WRITTEN DIRECTIONS TO CODE AND DECODE INFORMATION ACCURATELY. YOU WILL BE ASKED TO APPLY SETS OF CODING RULES TO CODE INFORMATION AND TO INTERPRET CODED INFORMATION. COMPLETE DIRECTIONS WILL BE PROVIDED; NO PREVIOUS KNOWLEDGE OF OR TRAINING IN ANY CODING SYSTEM IS REQUIRED.

3. NAME AND NUMBER CHECKING

THESE QUESTIONS TEST FOR THE ABILITY TO DISTINGUISH BETWEEN SETS OF WORDS, LETTERS, AND/OR NUMBERS THAT ARE ALMOST EXACTLY ALIKE. MATERIAL IS USUALLY PRESENTED IN TWO OR THREE COLUMNS, AND YOU WILL HAVE TO DETERMINE HOW THE ENTRY IN THE FIRST COLUMN COMPARES WITH THE ENTRY IN THE SECOND COLUMN AND POSSIBLY THE THIRD. YOU WILL BE INSTRUCTED TO MARK YOUR ANSWERS ACCORDING TO A DESIGNATED CODE PROVIDED IN THE DIRECTIONS.

4. OFFICE RECORD KEEPING

THESE QUESTIONS TEST YOUR ABILITY TO PERFORM COMMON OFFICE RECORD KEEPING TASKS. THE TEST CONSISTS OF TWO OR MORE "SETS" OF QUESTIONS, EACH SET CONCERNING A DIFFERENT PROBLEM. TYPICAL RECORD KEEPING PROBLEMS MIGHT INVOLVE THE ORGANIZATION OR COLLATION OF DATA FROM SEVERAL SOURCES; SCHEDULING; MAINTAINING A RECORD SYSTEM USING RUNNING BALANCES; OR COMPLETION OF A TABLE SUMMARIZING DATA USING TOTALS, SUBTOTALS, AVERAGES AND PERCENTS.

5. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

THESE QUESTIONS TEST HOW WELL YOU COMPREHEND WRITTEN MATERIAL. YOU WILL BE PROVIDED WITH BRIEF READING SELECTIONS AND WILL BE ASKED QUESTIONS ABOUT THE SELECTIONS. ALL THE INFORMATION REQUIRED TO ANSWER THE QUESTIONS WILL BE PRESENTED IN THE SELECTIONS; YOU WILL NOT BE REQUIRED TO HAVE ANY SPECIAL KNOWLEDGE RELATING TO THE SUBJECT AREAS OF THE SELECTIONS.

USE OF CALCULATORS: IT IS **RECOMMENDED** THAT CALCULATORS BE USED FOR THIS EXAMINATION. CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD SOLAR OR BATTERY-POWERED CALCULATORS. DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSLATORS, DICTIONARIES, OR ANY SIMILAR DEVICES ARE PROHIBITED.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN
MULTIPLE JURISDICTIONS WHEN EXAMINATIONS
ARE SCHEDULED ON SAME DATE**

IF YOU HAVE APPLIED FOR ANY OTHER CIVIL SERVICE EXAMINATIONS TO BE GIVEN ON THE SAME TEST DATE FOR EMPLOYMENT WITH NEW YORK STATE OR ANY OTHER LOCAL GOVERNMENT JURISDICTION EXCLUDING NEW YORK CITY, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL THE EXAMINATIONS AT ONE TEST SITE.

IF YOU HAVE APPLIED FOR BOTH STATE AND LOCAL GOVERNMENT EXAMINATIONS, YOU MUST MAKE ARRANGEMENTS TO TAKE ALL YOUR EXAMINATIONS AT THE STATE EXAMINATION CENTER BY CALLING (518) 474-6470 IN THE ALBANY AREA OR TOLL FREE AT 1-877-697-5627 [PRESS 2, THEN PRESS 1], NO LATER THAN TWO WEEKS BEFORE THE TEST DATE.

IF YOU HAVE APPLIED FOR ANOTHER LOCAL GOVERNMENT EXAMINATION WITH ANOTHER LOCAL CIVIL SERVICE AGENCY, CALL OR WRITE TO EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN TWO WEEKS BEFORE THE DATE OF THE EXAMINATIONS. YOU MUST NOTIFY ALL LOCAL GOVERNMENT CIVIL SERVICE AGENCIES WITH WHOM YOU HAVE FILED AN APPLICATION OF THE TEST SITE AT WHICH YOU WISH TO TAKE YOUR EXAMINATION. FOR THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

SEE GENERAL CONDITIONS ATTACHMENT

DATE RELEASED: 3/27/2008