

Amended: September 26, 2023

Open Competitive Exam Announcement

Account Clerk Exam #10-021

PLEASE READ THIS EXAMINATION ACCOUNT.

If you choose not to read it in its entirety, please at least refer to it when you have questions *before contacting the Civil Service Office*. This document outlines application deadlines, alternate test dates, cross-filing, payment of the exam fee, residency, the topics in the exam, and other information about the hiring process. The overwhelming majority of candidate questions are addressed and answered in this document.

EXAM DATE: Examinations Held by Appointment.

Candidates will be notified by email of exact time and location the week of the exam.

Candidate eligibility begins when the name is placed on the list and continues for two (2) years.

APPLYING TO TAKE THE EXAM

HOW TO APPLY FOR THE EXAM: Exam applications must be submitted online at <http://jobs.albanyny.gov/exams> .

EXAM APPLICATION DEADLINE: **Applications accepted continuously.**
Individuals who are on military leave or recently discharged from military service, however, are permitted to file for an examination up to ten days prior to the examination.

FILING FEE: EXAM FEES FOR JURISDICTIONS UNDER THE ALBANY MUNICIPAL CIVIL SERVICE COMMISSION HAVE BEEN WAIVED EFFECTIVE JULY 2023.

CROSS-FILING OR TAKING MULTIPLE EXAMS ON THE SAME DATE: You cross-file (i.e., arrange to take more than one exam on the same test date) by indicating it *within your application*.

Individuals who are taking an examination for New York State in addition to other local jurisdictions must take all examinations at the New York State location.

If your application has already been submitted and you wish to cross-file, send an email to CivilService@AlbanyNY.gov with your name, exam, that you wish to cross-file with the identified locality/jurisdiction(s), and where you want to sit for/take the exam. Follow the procedure established by the other local jurisdictions to arrange

cross-filing.

You must request special accommodations or an alternate test date no later than 2 weeks after the exam application deadline.

RESIDENCY
REQUIREMENTS TO
APPLY FOR EXAM:

The residency requirement has been suspended by the Civil Service Commission, because recruitment difficulties make the requirement disadvantageous to the public interest.

SPECIAL
ACCOMMODATION
AND/OR
ALTERNATE TEST
DATE:

Please indicate *within your application* if you require special accommodations or would like to request an alternate test date.

If your application has already been submitted, please email CivilService@AlbanyNY.gov with your name, exam, and relevant information for your special accommodation requirement or alternate date request.

ELIGIBLE LISTS,
HIRING, AND
VACANCIES:

The resulting eligible list will be used to fill vacancies in the City of Albany.

Eligible lists are established for a minimum duration of one year but may be extended by the City of Albany Civil Service Commission before expiration, for a total of no more than four years.

If this position is created in the Albany Housing Authority, Albany Parking Authority, Albany Public Library and/or Albany School District, this resulting eligible list will also be used to fill those future vacancies.

ABOUT THE POSITION AND BEING HIRED FOR THE POSITION

DUTIES OF THE
POSITION:

The incumbent in this class independently performs routine clerical work in maintaining financial accounts and records and/or assists in performing more difficult and responsible phases of this work. The work is primarily of a routine nature and involves the application of clerical account record keeping practices in maintaining and reviewing financial account and records. Account Clerks usually work under general supervision of standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments.

MINIMUM
QUALIFICATIONS:

Candidates must meet the minimum qualifications by the date of the examination:

- (A) Graduation from high school or possession of a high school equivalency diploma, which shall be supplemented by a course in bookkeeping or business arithmetic; **OR**
- (B) Two (2) years of satisfactory full-time paid clerical work experience, which shall have included a substantial account-keeping work; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

STARTING SALARY \$30,000- \$53,300 Annually
OR SALARY
RANGE:

RESIDENCY
REQUIREMENT
FOR
EMPLOYMENT:

City of Albany local law requires all new employees of the City of Albany be residents of the City of Albany. (City Code § 62-1.) Residency within the geographic boundaries of the City of Albany is a qualification of employment. New hires have 180 days from date-of-hire to become residents of the City of Albany. After that, individuals are ineligible for continued employment if they do not live within the City of Albany and can be discharged without a disciplinary hearing (even if they were otherwise eligible for one).

Please note that some local suburbs (e.g., Colonie and Guilderland) may use Albany in mailing addresses. These suburbs are not within the geographic boundaries of the City of Albany—and individuals are not complying with the residency requirement if living there. Individuals may verify that a location exists with the geographic boundaries of Albany via this website: <http://albanyny.mapgeo.io>

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RESIDENCY
PREFERENCE FOR
HIRING:

For City of Albany employment only- Preference may be given to candidates that reside within the City of Albany. In order to receive hiring preference as a resident, individuals must be and have been residents on the dates of the examination, the certification of the eligible list, and appointment to the position.

EEO STATEMENT:

All employers governed by the City of Albany Civil Service Commission are equal employment opportunity employers.

POST-OFFER
REQUIREMENTS:

Prior to employment, candidates will be required to pass a drug screening test and a pre-employment physical (to determine if they are physically capable of performing the duties of the position).

FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REGARDING TAKING THE EXAM AND THE DAY OF THE EXAM

EXAM GUIDES: The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The NYS Department of Civil Service is making a copy of this test guide and other related information available on its web site at <http://www.cs.ny.gov/testing/localtestguides.cfm>.

In addition, a copy of this test guide can be obtained at the City of Albany Human Resources Office.

PROHIBITED ITEMS: Cell phones, dictionaries, firearms, highlighters, language translators, reference material, study guides, and similar material/items are prohibited.

CALCULATORS: **Calculators are permitted.**
Candidates may use a quiet, hand-held, solar or battery powered calculator.

Candidates may not use the calculator function on their cell phones. Cell phones are not permitted in the testing site.

SPECIAL ACCOMMODATION AND/OR ALTERNATE TEST DATE: Please indicate *within your application* if you require special accommodations or would like to request an alternate test date.

If your application has already been submitted, please email CivilService@AlbanyNY.gov with your name, exam, and relevant information for your special accommodation requirement or alternate date request.

You must request a special accommodation or alternate test date no later than 2 weeks after the exam application deadline.

ADMITTANCE NOTICE: Exam applicants will receive an admittance notice via email (by close of business the Monday before the exam date) that states the location and time of the examination. Applicants should print this admittance notice (and those from cross-filing jurisdictions, if applicable) and bring it/them to the exam. Applicants should email CivilService@AlbanyNY.gov if they do not receive an admittance notice.

Candidates should bring their admittance notice(s), social security number, and photo identification to the examination.

Candidates are approved to take the examination and provided admittance notices based on the applicant's statements. Applicant statements may be verified after the examination and any applicant later found to not meet the positions requirements will be disqualified from appointment. Inquiries may also be made as to character and ability of candidates.

EXAM SCORING
AND RATING:

This exam is prepared and rated by the NYS Department of Civil Service—and as such, the provisions of NYS Civil Service Law, rules, and regulations dealing with the preparation and rating of examination will apply to this examination. In accordance with section 23[2] of the NYS Civil Service Law, only the NYS Department of Civil Service may correct errors in the scoring or rating of its examination. Candidates may, however, request in writing for the Civil Service Office to verify the accuracy of the candidate's reported score.

EXAMINATION SCOPE

PC-Administered or written test designed to test for knowledge, skills and/or abilities in such areas as:

1. OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in operations involving alphabetizing, comparing, checking and accounting. 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 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, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

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. **You should bring with you a hand-held battery- or solar powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

PC-ADMINISTERED/WRITTEN TEST RETEST POLICY: Candidates who do not receive a passing grade on the written test will be permitted to take the written test after six months.