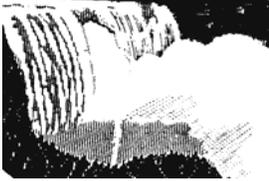


# THE MUNICIPAL CIVIL SERVICE COMMISSION



## OF NIAGARA FALLS, NEW YORK

ANNOUNCES EXAMINATION FOR....

Room 14 -Ground Floor – City Hall

Phone 286-4432 / 286-4430

<http://www.niagarafallsusa.org>

### PRINCIPAL ACCOUNT CLERK

CITY OF NIAGARA FALLS

(ANTICIPATED VACANCY)

**SALARY RANGE: \$34,455 – 49,769 PER YEAR**

**EXAM: #70-553 PROM**

**APPLICATION FEE: \$20.00** A NON-REFUNDABLE application fee must accompany your application and is required for each exam for which you apply. **DO NOT USE CASH.** Make check or money order payable to the City Controller and write the examination number on your check or money order. **AS NO REFUND WILL BE MADE,** you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**EXAMINATION DATE:**

**December 5, 2015**

**FIRST DAY FOR FILING**

**Mon., October 19, 2015 – 8:00 AM**

**LAST DAY FOR FILING**

**Wed., November 4, 2015 – 3:30 PM**

**FILING FOR THE EXAM:** Applications can be filed in person at Niagara Falls City Hall, 745 Main St., Room 14 or by mail. **Tie scores are broken and ranked on the eligible list by a totally random method as recommended by the NYS Department of Civil Service. The method that will be used is the last four digits of social security number.**

1) RESIDENCE REQUIREMENTS AS STATED IN PARAGRAPH #1 ON REVERSE SIDE IS NOT APPLICABLE IN REGARD TO ELIGIBILITY TO TAKE A PROMOTIONAL EXAM. HOWEVER, RESIDENCY IN THE CITY OF NIAGARA FALLS MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT IN ACCORDANCE WITH ITEM #2 OF GENERAL INSTRUCTIONS.

2) PREFERENCE IN APPOINTMENT WILL BE GIVEN TO CANDIDATES IN THE DEPARTMENT IN WHICH THE VACANCY EXISTS.

**DISTINGUISHING FEATURES OF THE CLASS:** This is important account keeping, checking, and clerical activities work in a large or complex unit of government. The work involves independently managing and performing various account keeping, and complex clerical activities and functions. The incumbent exercises independent judgment in planning and in the performance of accounting and clerical functions involved. The work is performed under the general supervision of an assigned superior and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a superior for decision or review. Supervision is exercised over assigned clerical personnel. The Principal Account Clerk performs related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports, and instructs employees in the specialized details of this work;

Revises and develops improved work procedures and methods; and installs those approved by superiors;

Handles complaints; suggests solutions to problems; and prepares correspondence;

Assists superiors in the preparation of budget information, collection of data, compiling of statistics;

Maintains complex activity control records, schedules work loads and flow, and coordinates the work with that of other units;

Supervises the preparation of departmental payrolls;

Compiles, prepares and analyzes complex labor, material and operational cost records and reports;

Classifies a complex variety of receipts and expenditures, and distributes costs according to a prescribed code;

Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;

Supervises, reviews and checks complex account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Compiles data for budget, recommends budget estimates; and assists in maintaining budget control;

Operates computing, calculating, check writing and other office machines;

Performs computer data entry and word processing functions.

GENERAL INSTRUCTIONS TO CANDIDATES

(Please read carefully)

1. RESIDENCY FOR EXAM - Unless otherwise specified in the exam announcement, candidates must have been legal residents of the City of Niagara Falls for one year immediately preceding date of written exam.
2. RESIDENCY FOR APPOINTMENT: Local Law #7 of the City of Niagara Falls requires that persons commencing employment with the City of Niagara Falls after December 17, 1984, must continue to reside in the City for the duration of employment.
3. COMPLETION OF APPLICATION - A regular application form must be filed for each exam. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved.
4. VETERAN AND DISABLED VETERAN CREDITS - Forms for claiming point credits as Veteran and/or Disabled Veteran must be filed with application. Evidence of military discharge (form DD-214) must be presented with this form. You will be allowed the option of waiving these credits after the completion of the examination. For the purpose of claiming veterans credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:
  - World War II - December 7, 1941 to and including December 31, 1946\*\*
  - Korean War - June 27, 1950 to and including January 31, 1955\*\*
  - Southeast Asia Hostilities – February 28, 1961 to May 7, 1975 (Starting date changed per Chapter 179 of Laws of 2006)
  - Lebanon\* - June 1, 1983 - December 1, 1987\*\*
  - Grenada\* - October 23, 1983 - November 21, 1983\*\*
  - Panama\* - December 20, 1989 - January 31, 1990\*\*
  - Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)\*\*
  - U. S. Public Health Service - July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952

\*Credit for Lebanon, Grenada, and Panama will be limited to those who received the armed forces expeditionary medal, the navy expeditionary medal, or the marine corps expeditionary medal.

Disabled Veterans must have been disabled in the actual performance of duty in any war and have a disability rated at 10% or more that exists at the time of application or promotion. (See Veterans Form for additional information.)
5. MILITARY MAKE-UP - Special test arrangements are available for active military members.
6. SPECIAL TEST ARRANGEMENTS - Most written tests are held on Saturdays. If you cannot take the test on this day due to a conflict with a religious observance or practice and/or need special accommodations due to a disability, indicate this on your application form.
7. INVESTIGATION OF CANDIDATES - Inquiries may be made as to character and ability, and all statements made by candidates in their applications are subject to verification.
8. ADMISSION NOTICES - The Commission will notify all candidates of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of examination. **If you have not received notification of acceptance or rejection or information as to where to appear for the exam by the Wednesday before the exam date, contact this office at 286-4430.**
9. PASSING MARK - The passing grade in each announced subject of an examination is 70.
10. INTERVIEWS - As an aid in rating training and experience, interviews may be required at a later date.
11. DEGREES AWARDED FROM EDUCATIONAL INSTITUTIONS OUTSIDE OF US OR TERRITORIES: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and/or your high school diploma must be equivalent to one awarded in the U.S. If your high school diploma, degree and/or college credit was awarded by an educational institution outside of the U.S. and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
12. APPLYING FOR CIVIL SERVICE EXAMS ON THE SAME DATE IN MULTIPLE JURISDICTIONS:
  - A) If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518) 474-6470 or toll-free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date and notify the Niagara Falls Civil Service Commission in writing, preferably prior to the last date for filing for the exam, but in no case less than two weeks prior to the exam date.
  - B) If you have applied for other local government exams, you must contact each jurisdiction as instructed. The City of Niagara Falls requires a written request no later than two weeks before the date of the exams. You must notify all jurisdictions at which test site you wish to take your exam(s). For more information regarding this policy, call 286-4430.
13. 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 exam for original appointment in the same municipality in which his/her parent has served. The parent is deemed to have served in a municipality if he/she was employed by or worked primarily in that municipality. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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.
14. RATING OF EXAMS The written exam is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the rating of exams will be applicable to this written exam.
15. In accordance with Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the City of Niagara Falls does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, marital status or national origin.

**MINIMUM QUALIFICATIONS: An incomplete application will be disapproved. List your current or most recent position first and then any experience that qualifies you for the minimum qualifications of the position sought. To receive credit for experience on a job, all information requested on the application must be shown. Be very specific in explaining experience that qualifies you for the position sought. Ambiguity and vagueness will not be resolved in your favor. A RESUME WILL NOT BE ACCEPTED. ALL EXPERIENCE MUST BE ON OUR APPLICATION OR ADDITIONAL EXPERIENCE FORM. Unless otherwise specified, experience will be interpreted to mean "PAID EXPERIENCE" only. Part-time paid work experience will be accepted based on its full-time equivalent. If a degree or special license is required, a copy must be submitted with application.**

**CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAM:**

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have served continuously on a permanent basis for six (6) months immediately preceding the date of the written test in lower level clerical positions in grade 10 or higher. **In addition, all candidates except Senior Clerk must also meet the following requirements: MINIMUM QUALIFICATIONS: EITHER**

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Business Administration or related field and one (1) year of responsible experience in maintaining or checking a variety of financial records and reports;
- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in Business Administration or related field, and three (3) years of experience as indicated in (A);

**OR**

- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (A).

**NOTE:** High school graduation is required; additional experience beyond five (5) years cannot be substituted for high school graduation; additional education or training beyond a Bachelor's degree may be substituted for experience on a year-for-year basis.

**SUBJECT OF EXAM:** Written test will cover knowledge, skills and/or abilities in such areas as:

1. **Fundamentals of account keeping and bookkeeping** - These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.
2. **Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
3. **Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. 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.
4. **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.

A Guide for the Written Test for Higher Level Account Clerical Series is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CALCULATOR STATEMENT: UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELLULAR PHONE CALCULATORS, DEVICES WITH TYPEWRITER KEYBOARDS, "SPELL CHECKERS," "PERSONAL DIGITAL ASSISTANTS," "ADDRESS BOOKS," "LANGUAGE TRANSLATORS," "DICTIONARIES," OR ANY SIMILAR DEVICES ARE PROHIBITED. YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIALS.**

Seniority points will be added to an eligible raw score as follows:

\*Seniority-----For each year 0.2

\*Rating of seniority is based on the length of continuous permanent classified service in the City of Niagara Falls up to a maximum of twenty years.

**AN EQUAL OPPORTUNITY EMPLOYER**

DATED: October 17, 2015

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