

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Account Clerk**  
Exam #: **0901**  
Last Date for Filing: **July 10, 2009**  
Date of Examination: **July 25, 2009**

**Job Title: Account Clerk**

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy, Troy Housing Authority, and the Enlarged City School District of Troy.

**City of Troy, Grade 5, Salary range \$24,520 - \$37,913:**

Candidates for the City of Troy must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates would have ninety (90) days to move into the City of Troy and thereafter remain a resident of the City of Troy.

**Troy Housing Authority, Grade 4, Salary range \$22,795 - \$35,287:**

Candidates for Troy Housing Authority must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady and Washington Counties for at least one (1) month immediately preceding the date of this examination.

**Enlarged City School District of Troy, Grade 12A, Salary \$37,412:**

Candidates for the Enlarged City School District of Troy must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady and Washington Counties for at least one (1) month immediately preceding the date of this examination.

**DUTIES OF THE POSITION:** (Illustrative only)

- Receives and accounts for cash, checks and money orders;
- Receipts paid bills and makes appropriate entries in ledgers;
- Makes bank deposits and keeps records of deposits and withdrawals;
- Proves cash on hand and ledger entries and takes trial balances;
- Makes a variety of arithmetical computations;
- Prepares financial reports as required;
- Gives information to the public on routine matters;
- Performs a wide variety of clerical and account keeping tasks.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

A) Graduation from high school or possession of a GED and one (1) year experience in the compilation and maintenance of financial records and accounts;

**OR**

B) Graduation from high school or possession of a GED, and completion of at least 27 college credit hours, 12 of which must have been in Accounting, Finance, Business Administration or a related field.

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, 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 a 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 operations(s) in the appropriate order in order to determine the correction solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

NOTE: An Account/Audit Clerical Series Test Guide is available on the New York State Department of Civil Service website at: <http://www.cs.state.ny.us/testing/localtestguides.cfm> or in the local Civil Service office.

**The use of calculators is PROHIBITED for this examination**

This 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 the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their military discharge papers (DD-214) to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at [www.troyny.gov](http://www.troyny.gov) or from this office. Disability Record Authorization Forms are available from this office.

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.

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 (10) points in a competitive examination for original appointments 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 (2) 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.**

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1 Monument Square, Troy, NY 12180.

**SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.**

Applications may be obtained at the Troy Civil Service Commission Office in Troy City Hall or online at [www.troyny.gov](http://www.troyny.gov).

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed above.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 1 Monument Sq., Troy, NY or online at [www.troyny.gov](http://www.troyny.gov)

**ADMISSION TO EXAMINATION:** If there is a problem with your application, due notice will be sent. Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card and an official admission letter.** The Commission does not make formal acknowledgment of the receipt of an application. If you have not received your admission letter three days before the date of the exam, call the Troy Civil Service Commission at (518) 270-4482.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

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 no later than two weeks before the test date.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your exam.

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.