



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Account Clerk Typist

Number: 60117D

Salary: \$35,027 - Hyde Park Central School District  
\$33,656 - Wappingers Central School District  
\$37,011 - Town of Wappinger  
\$38,783 - Dutchess County Water and Wastewater Authority  
If used in other agencies salary varies

Date of Examination: 06/24/2017

Applications Accepted Until: 05/24/2017

Applications postmarked 05/24/2017 will be accepted.

Applications accepted until 4:30pm Monday through Friday

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application is required for each separately numbered examination:** Application processing fee is payable by check, money order, or credit card. Cash is not accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before June 24, 2017:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the performance of account keeping and/or bookkeeping;
- OR: (B) Completion of one year (30 credits are equal to one year) of college, business school, or other post high school training which included two courses in account keeping or bookkeeping;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENT:** Candidates must indicate ability to type, i.e., courses in typing or typing work experience.

**DUTIES:** This is an entry level position responsible for the performance of routine account keeping and clerical duties including typing.

**EXAMPLES OF WORK (Illustrative Only):** Processes and audits vouchers for payment to vendors and encumbers proper account; posts to journal or ledger accounts from appropriations, expense invoices, payroll, receipts, voucher records and other original entry media; prepares summary statements of ledger balances; receives remittances by mail or in person, verifies amounts, computes interest and penalties, and posts to books of original entry; compiles payroll data and prepares payroll; verifies and reconciles account balances according to a prescribed procedure; reviews and checks routine bookkeeping records and reports for arithmetical and clerical accuracy; types financial and statistical reports as required; sorts, indexes, and files a variety of records and reports; may act as a receptionist, answer telephone, and direct inquiries to proper officials; may operate various office machines including electronic data processing equipment in the performance of account keeping duties; does related work as required.

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

1. Clerical Operations with Letters and Numbers - These questions test for skills and abilities in clerical operations with letters and numbers. The operations may involve alphabetizing, comparing, checking, and/or counting given groups of letters and/or numbers.
2. Arithmetic Computation without Calculators - These questions test for the ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. **Note:** You will **not** be allowed to use a calculator, or any other type of calculating device, to answer these questions or any other questions on this written test.
3. Arithmetic Reasoning - These questions test for the ability to solve arithmetic problems which are presented in sentence or short paragraph form. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

**The use of calculators is Prohibited for this exam.**

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.  
APPLY ONLINE AT [WWW.DUTCHESSNY.GOV](http://WWW.DUTCHESSNY.GOV)

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT**  
[www.co.dutchess.ny.us](http://www.co.dutchess.ny.us) or [www.dutchessny.gov](http://www.dutchessny.gov)

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING:** An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

**WEATHER**

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**ALTERNATE TEST DATES** may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

**RELIGIOUS ACCOMMODATION:** If you cannot take the test on the announced test date (most written exams fall on Saturday) due to a conflict with a religious observance or practice, please indicate so on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

**SPECIAL ACCOMMODATION:** If you require an accommodation or special assistance in taking an exam, please indicate so on your application. Documentation will be required.

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, 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.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**MULTIPLE EXAMINATIONS:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

**NOTE:** 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.

**APPLICATIONS** may be obtained on line at [www.dutchessny.gov](http://www.dutchessny.gov), by sending a stamped, self-addressed legal size envelope to or by visiting the Human Resources office at 22 Market Street, 5th Floor, Poughkeepsie, NY 12601 (hours 9am to 5pm, Monday through Friday).

**HOW TO TAKE A WRITTEN TEST** and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.ny.gov>), by first clicking on Publications, then on the booklet title.