

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 205

Watertown, New York 13601

www.watertown-ny.gov

Issued: October 11, 2024

ANNOUNCES A PROMOTIONAL EXAMINATION FOR Principal Account Clerk EXAM #70002-080

FILING FEE: \$15.00 **non-refundable** fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are ACCEPTED ONLINE ONLY.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **January 18, 2025**

LAST FILING DATE: Applications must be **received** no later than 11:59 PM **Sunday, December 8, 2024**

VACANCIES: The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the City of Watertown.

SALARY: \$47,312 - \$59,350

DUTIES: This is the senior level in the Accounting Support series and is responsible for performing all types of administrative and accounting related tasks, including complex and original material development. Responsibilities may include developing original reports; tracking and monitoring an assigned budget and determining current department situation; providing work direction to staff; preparing departmental payroll data; collecting and processing accounts receivable transactions; auditing and reviewing data entry by researching discrepancies; training staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: This promotional exam is limited to permanent employees of the City of Watertown in the position of Senior Account Clerk Typist for a period of not less than 24 months. These requirements must be met on or before the date of the exam.

SENIORITY: Points will be added to an eligible score as follows:

- Less than one year seniority 0 points
- One year up to six years 1 point
- Over 6 years up to 11 years 2 points
- Over 11 years up to 16 years 3 points
- Over 16 years up to 21 years 4 points
- Over 21 years up to 26 years 5 points

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas:

- **Understanding and interpreting written material-** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.
- **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.
- **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.
- **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.

A Guide for the Written Test for Higher Level Account Clerical is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.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.

USE OF CALCULATORS: Calculators are **recommended** for this exam.

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination. Applications can also be submitted online at <https://watertown-portal.mycivilservice.com/jobopps>.

APPLICATION FEE: If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. 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 the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

SPECIAL TEST DATE ACCOMMODATIONS/SABATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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 take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

CONTACT THIS OFFICE AT 315-785-7733 OR CIVILSERVICE@WATERTOWN-NY.GOV WITH QUESTIONS. FILE YOUR APPLICATION PROMPTLY.
THIS ANNOUNCEMENT IS AVAILABE ON THE INTERNET AT: www.watertown-ny.gov