



Joan K. Battle
President

**CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION**

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**CHIEF ACCOUNT CLERK
OPEN-COMPETITIVE EXAMINATION #60002850**

DATE OF EXAMINATION: SATURDAY, JANUARY 18, 2025
PLACE OF EXAMINATION: TO BE ANNOUNCED
APPLICATION CLOSING DATE: December 19, 2024 @ 4:00pm –no exceptions
SALARY RANGE: \$51,004.17 - \$69,834.87

At present, there is one vacancy in the Mount Vernon Public Library

RESIDENCY REQUIREMENTS: Candidates must be a resident of Westchester County for not less than one year immediately preceding the date of the written examination.

REQUIREMENTS FOR TAKING THE EXAM:

- A) Graduation from a recognized 4 year college or university with a Bachelor's Degree in Accounting or Business Administration or a related field; PLUS 4 years of full time experience in recording financial and payroll transactions in a financial accounting system: OR
- B) Graduation from a recognized 2 year college with an Associate's Degree in Accounting or Business Administration or a related field; PLUS 6 years of full time experience as noted in A above.

DUTIES: An employee in this class works under the general direction of the Treasurer with a wide leeway allowed in the execution of assigned tasks. This position involves responsibility for performing a variety of administrative tasks including collection and analysis of wage and fringe benefit data, maintenance of general ledger, processing and evaluation of payments. Processing, control, reconciliation and audit of payroll documents, records and files. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Candidates must have a good knowledge of the principals and practices of employee wage and benefit programs; good knowledge of the methods of collection and analysis wage and fringe benefit data; excellent analytical skills; ability to rapidly problem solve and pay close attention to detail; thorough knowledge of methods used in keeping financial accounts and records; ability to work independently and within a fast-paced small team environment; ability to communicate effectively both orally and in writing; excellent command of the English language and mathematic; must be proficient in QuickBooks, Excel, Word and ADP payroll system; ability to secure the cooperation of others with diplomacy and tact; initiative; ability to handle correspondence; ability to prepare reports; ability to relate to the public sector; patience; ability to communicate effectively both orally and in writing; honesty; ability to manage goals and timelines; mental alertness; neatness of appearance; and physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL;
- 2) ARITHMETIC COMPUTATION WITH CALCULATOR;
- 3) UNDERSTANDING AND INTERPRETING TABULAR MATERIAL;
- 4) SUPERVISION.

EXPANDED SCOPE STATEMENT:

- 1) **UNDERSTAND 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 shall 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.
- 2) **ARITHMETIC COMPUTATIONS 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 on your cell phone.
- 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 combing 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.
- 4) **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 work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency and dealing with problems of absenteeism, morale and discipline.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

CALCULATORS ARE ALLOWED FOR THIS EXAMINATION: DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED.

APPLICATION FEE: A \$25.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. **Only MONEY ORDERS will be accepted for the applications fee.** The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. **CASH OR CHECKS WILL NOT BE ACCEPTED.** Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

FEE WAIVER INFORMATION: A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

For applications go to the Civil Service Office Monday through Friday from 9:00 am to 4:00 pm. You may also obtain applications from our website @www.cmvny.com. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. Applications received via mail will not be accepted if postmarked after the closing date deadline of DECEMBER 19, 2024.**

RELIGIOUS OBSERVERS AND DISABLED PERSONS: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

VETERAN'S CREDITS: Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available in the Civil Service Office. DD214 (Discharge papers must also be submitted). Veteran's credits can only be added to a passing score on the examination.

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 credits 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 ELIGIBLE 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 the 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 appointment in the same municipality in which his/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.

ALTERNATE TEST DATE POLICY: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other Civil Service Exams for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the exams at one test site. 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 the State to make the arrangements, no later than two weeks before the test date.

SPECIAL REQUEST FOR MAKE UP EXAM DUE TO MILITARY DUTY: A make-up test will be available for written or any other portion of the test for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of a military order, DD214, or any other military document that substantiates active military service prior to the make-up test.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.