

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Ralph Galanti
Commissioner

Sharon Beres, Secretary
Angelo Pitillo, Chairperson

Daniel Hawrylczak
Commissioner

CITY OF LACKAWANNA

EXAMINATION OPEN TO THE PUBLIC

PRINCIPAL ACCOUNT CLERK

Exam No. 75746

\$10.00 Filing Fee

(NO CASH) -Check or Money Order Only)

Paid to: City of Lackawanna

Open Competitive examination #75746, **PRINCIPAL ACCOUNT CLERK**, City of Lackawanna

Eligible List will be established to fill any future vacancies as they occur.

Starting Salary: \$51,346.91*

EXAMINATION DATE

LAST DATE FOR FILING APPLICATION

February 10, 2024

January 5, 2024

**COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE JANUARY 5, 2024.
IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX BY
CLOSE OF BUSINESS JANUARY 5, 2024 - 4pm EST**

RESIDENCY REQUIREMENT: Candidates must be legal residents of Erie County for at least (4) months immediately preceding the date of examination, and must be legal residents of Erie County at the time of appointment. **PREFERENCE IN APPOINTMENT MAY BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF LACKAWANNA FOR AT LEAST (4) MONTHS IMMEDIATELY PRECEDING THE EXAMINATION DATE AND ARE RESIDENTS OF THE CITY OF LACKAWANNA AT THE TIME OF APPOINTMENT. CANDIDATE RESIDENCY MAY BE INVESTIGATED AND VERIFIED PRIOR TO APPOINTMENT.** §31-17 of The Code for the City of Lackawanna requires new employees to reside in the City of Lackawanna within six (6) months of appointment. During the time of service of such employees, no individual shall cease to be a resident of The City.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees with an Associate's degree in accounting, business administration, or closely related field and two (2) years of clerical experience in maintaining financial accounts and records; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in keeping and checking financial accounts and records, including financial computer software; Thorough knowledge of modern office terminology, procedures, equipment and business English; Ability to plan and supervise the work of others; Ability to make complex arithmetic computations involving fractions, decimals and percentages accurately; Ability to analyze and organize complex data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; Ability to perform close, detail work involving considerable visual effort and concentration.

TYPICAL WORK ACTIVITIES: Plans, assigns and reviews the maintenance and checking of a wide variety of financial records in journals and computer files and reports and instructs employees in the specialized details of the work; Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution costs according to prescribed codes; Directs the audit of varied accounts, claims and records and the preparation of reports thereon; Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports; Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial records; Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations; Revises, systematizes and installs account keeping methods and procedures; Reconciles ledgers of revenue received with bank statements; Conducts correspondence in connection with financial matters; May supervise the preparation of purchase orders and the securing of bids from vendors; Operates calculator, peripheral computer equipment and other office equipment.

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

1. Understanding and interpreting written material
2. Fundamentals of account keeping and bookkeeping
3. Understanding and interpreting tabular material
4. Supervision

NOTE: SEE ATTACHED EXPANDED SCOPE STATEMENT

TEST GUIDE: 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 IS RECOMMENDED

Notice to Candidates: 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. Use of books and other reference material is prohibited.

Saturday Religious Observer: Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Veterans: Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 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 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 accordance with Section 85-a of the Civil Service Law, children of PRINCIPAL ACCOUNT CLERKS 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 PRINCIPAL ACCOUNT CLERK 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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

Applying For Examinations In Multiple Jurisdictions On The Same Date: If you have applied for both State and local government examinations, you must notify the Lackawanna Civil Service Commission of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied for other local government exams, you must call or write to each civil service agency to make arrangements. You must make your request for arrangements no later than 3 weeks before the exam date. You must notify all local civil service agencies with whom you have filed an application of the test site at which you want to take your exams.

Application Fee: NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send or bring check or money order** made payable to the City of Lackawanna and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** 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.

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, or receiving Supplemental Security Income payments, or 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 on the Examination Announcement.**

Multiple Examinations Scheduled For The Same Day: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a state examination center.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

How to Apply: Application forms and announcements are available at Lackawanna City Hall, 714 Ridge Road, Lackawanna NY 14218 in the lobby, outside of the Civil Service Office, Room 213 & online <http://lackawannany.gov/government/civil-service/>.

Completed applications & payments must either be POSTMARKED on or before JANUARY 5, 2024 or RECEIVED, PAID & FILED in person ON OR BEFORE JANUARY 5, 2024 by close of business @ 4 pm to the lobby lockbox in Lackawanna City Hall or the Civil Service Commission Office, Room 213.

*Salary information provided is based on of CSEA Administrative unit 6775-02 contract in effect through 7/31/2025; minimum salary indicated by Step 1 of Grade 13 in effect at time of announcement. All salaries will be based on the contract in effect at time of hire and can be confirmed during offer of employment.

Publish: 12/8/2023

Applications and payments accepted: 12/8/2023-1/5/2023 in person by 4 pm EST or POSTMARKED by 1/5/23.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

EXPANDED SCOPE STATEMENT

Scopes / Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

1. 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.

2. 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.

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. 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.

Test guide:

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