

# ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department  
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Employment/Examination Portal: <https://ulster-portal.mycivilservice.com/>  
AN EQUAL OPPORTUNITY EMPLOYER

**#50301 ACCOUNT CLERICAL SERIES**

**NO FILING FEE FOR THIS EXAMINATION**

**CONTINUOUS RECRUITMENT**

**OPEN-COMPETITIVE EXAMINATION**

**PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY**

**NOTE:** Ulster County will be offering this series only **ONCE** this year, to be held on April 20, 2024. We will continue to accept applications after the March 20, 2024 last file date; those applicants will be scheduled in 2025. Announcements will be issued at the end of January of 2025 indicating the examination date(s) for that year.

**EXAMINATION DATE: April 20, 2024**

APPLICATIONS MUST BE SUBMITTED THROUGH THE ULSTER COUNTY EMPLOYMENT/EXAMINATION PORTAL BY **11:59 PM ON MARCH 20, 2024** FOR THE APRIL 20, 2024 TEST DATE.

**ACCOUNT CLERICAL SERIES INCLUDES THE FOLLOWING TITLES:**

Account Clerk  
\*Account Clerk/Typist

AND any other titles determined to be appropriate by the Ulster County Personnel Director.

**SPECIAL NOTE – FOR TITLES MARKED WITH (\*)** - Employees appointed to these titles from the resulting eligible lists for these examinations must demonstrate the ability to type at an acceptable rate of speed to be evaluated by the appointing authority during their civil service probationary period.

**SALARY:** Starting salary for positions in this series is \$20.18 per hour for Ulster County Departments. Starting salaries in Ulster County Towns, Villages, School Districts and Special Districts will vary by location.

**TYPICAL WORK ACTIVITIES:** The work involves responsibility for the routine maintenance and review of financial accounts, records and reports. Incumbents in these positions post to a variety of accounts; report checks issued, collected and refunded, and other financial transactions; performs a variety of related clerical and account keeping tasks; where applicable, types financial reports, payrolls, bills, checks and correspondence, and where applicable, takes and transcribes dictation.

**MINIMUM QUALIFICATIONS FOR ALL TITLES IN THIS SERIES:** Candidates must meet the following requirement(s) on or before the date of the examination:

**EITHER:**

- A. Successful completing of one (1) year of study at a regionally accredited or New York State registered college, University or business school which included or was supplemented by at least one course in accounting or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time equivalent, in the compilation and maintenance of financial accounts and records; OR
- C. Two (2) years of full-time paid experience, or its part-time equivalent, as described in B above; OR
- D. An equivalent combination of training and experience as indicated in A, B and C above.

In order for work experience to be applied toward minimum qualifications, you **must** indicate on your application the **length of employment** and the **number of hours worked per week**.

**SPECIAL NOTE – FOR TITLES MARKED WITH (\*) (on page 1)** - Employees appointed to these titles from the resulting eligible lists for these examinations must demonstrate the ability to type at an acceptable rate of speed to be evaluated by the appointing authority during their civil service probationary period.

**NOTE:** WHERE COLLEGE COURSEWORK IS A SUBSTITUTE FOR WORK EXPERIENCE, YOU WILL BE EXPECTED TO SUBMIT COLLEGE TRANSCRIPTS WITH YOUR APPLICATION. IF COLLEGE TRANSCRIPTS ARE ALREADY ON FILE WITH OUR OFFICE, INDICATE THIS ON YOUR APPLICATION. TRANSCRIPTS NEED NOT BE OFFICIAL COPIES; HOWEVER, THEY MUST CONTAIN **ALL** INFORMATION NECESSARY TO QUALIFY YOU FOR THIS POSITION.

### **APPLICATION REVIEW TOLERANCE POLICY**

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of **work experience** when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires **one or more** years of work experience.
- 3) Tolerance Policy does **not** apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does **not** apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does **not** apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

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

1. **OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in 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 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, non-programmable calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

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 operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions. You should bring with you a hand-held battery- or solar-powered, non-programmable calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

### **STUDY GUIDE-ACCOUNT CLERICAL SERIES:**

A Guide to Taking the Examination for this series is available on the New York State Department of Civil Service Web Site at <https://www.cs.ny.gov/testing/testguides.cfm> OR at the Ulster County Office Building, Personnel Department, 244 Fair Street-5<sup>th</sup> Floor, Kingston, NY, OR Call (845) 340-3550 for information on how to obtain a copy.

**CALCULATORS:** "Unless specifically prohibited, candidates are permitted to use non-programmable, quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

**THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION.**

This examination 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 New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this test.

**VETERANS CLAIMING ADDITIONAL CREDITS:** Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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 **MUST** be filled out electronically within the Ulster County Employment/Examination Portal, <https://ulster-portal.mycivilservice.com/>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department  
County Office Building, 244 Fair Street, 5<sup>th</sup> Floor  
Kingston, NY 12401

**CRIMINAL BACKGROUND INVESTIGATION POLICY:** In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

**SPECIAL NOTE:** All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, disabled candidate, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation and be made at time of filing.

**NOTE:** If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

#50301

ORIGINAL COPY: GREEN

ISSUED: February 2, 2024

Ulster County Employment/Examination Portal: <https://ulster-portal.mycivilservice.com/>