



TOWN OF BABYLON
Department of Civil Service

EXAMINATION ANNOUNCEMENT

Town of Babylon is an Equal Opportunity/Affirmative Action Employer.

PROMOTIONAL EXAM: SENIOR ACCOUNT CLERK

EXAM #: 74278010

SALARY: \$49,944 annually

EXAM DATE: 02.10.2024

LAST FILING DATE: 12.20.2023

APPLICATION FEE: A \$40.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to *Town of Babylon Dept. of Civil Service*. Write the examination number and the applicants name on the check, money order, etc.

LOCATION OF POSITION: The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all departments under the jurisdiction of the Town of Babylon Department of Civil Service.

DUTIES: Under general supervision, an employee in this class maintains a complex set of financial records, and compiles and prepares or assists a superior in preparing difficult and complex financial or statistical reports. Work may include utilization of computers or word processors with financial capabilities. In the absence of supervisory responsibilities, the assignment of positions to this class is based on the complexity of accounting records kept, and the amount of independent judgment exercised in the application of methods to particular problems. Supervision may be exercised over a number of clerical subordinates. Does related work as required.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS: Two (2) years of permanent competitive status as an Account Clerk, Account Clerk (Spanish Speaking), Account Clerk Typist, Account Clerk Typist (Spanish Speaking), or Senior Cashier.

SUBJECTS OF EXAMINATION: The exam will be 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.

CALCULATOR STATEMENT/PROHIBITION: You should bring with you a hand-held battery or solar-powered calculator for use in this test. You will **not** be permitted to use the calculator function of your cell phone.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SABBATH 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 Town of Babylon Department of Civil Service as soon as possible before the test date.

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 Town of Babylon Department of Civil Service 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit a copy of their DD-214 (Member 4 Copy) with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained on our website <https://www.townofbabylon.com/503/Civil-Service>, *Town Hall* 200 E. Sunrise Hwy Lindenhurst NY 11757, or *Municipal Building* 456 Albany Ave. Amityville NY 11701, Monday- Friday 9 am – 4 pm or by sending a stamped and self-addressed legal size envelope to *Town of Babylon Department of Civil Service 200 E. Sunrise Hwy Lindenhurst NY 11757*. Applications postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification. **This department does not acknowledge receipt of applications.** Candidates will be notified of the disposition of their applications.

A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

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.