

# GLEN COVE CIVIL SERVICE COMMISSION

# EXAMINATION NOTICE

## COMMISSIONERS

Carolyn D. Willson, Commissioner  
Phyllis O. Burnett, Commissioner  
Donna M. McNaughton, Commissioner



## Contact Civil Service Office

(516) 676-4814 Phone  
(516) 676-5360 Fax  
civilservice@glencoveny.gov

## THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

## *SENIOR ACCOUNT CLERK*

EXAM NUMBER **65449**

**EXAM DATE:** Saturday, February 5, 2022.

**LAST FILING DATE:** Applications must be received by or postmarked by the close of business on Friday, January 14, 2022.

**LOCATION OF EXAM:** *To be announced.*

**APPLICATION FEE:** \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

**LOCATION OF POSITION/VACANCY:** The list established from this exam can be used to fill any current or anticipated vacancy in the City of Glen Cove or Glen Cove School District. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

**SALARY:** \$48,107 to \$71,891 (annual salary range for City)

### GENERAL RESIDENCY REQUIREMENTS:

Candidates must be legal residents of the City of Glen Cove or villages contiguous to the City of Glen Cove for at least one month immediately preceding the date of the examination. Contiguous villages include Glen Head, Sea Cliff, Locust Valley and Lattingtown.

NOTE: Preference may be given to candidates who are residents of the City of Glen Cove.

**DUTIES:** Oversees and classifies a variety of receipts and expenditures and distributes items according to prescribed procedures; Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities; Posts original entry media to journal and ledger accounts; Supervises the verifying and reconciling of individual account balances; Conducts correspondence on matters where policies and procedures are well defined; Prepares bills, records remittances after computing interest and penalties; Issues receipts for monies received; Compiles payroll data, prepares and checks payrolls; Compiles and prepares labor, material and operational cost records and reports; Compiles data for, and prepares and analyzes complex financial and statistical records and reports; Provides information in response to telephone requests; Operates computing, calculating, check writing and other office machines; Assists in the preparation of unit or departmental budget and in maintaining budget control; Operates a computer terminal to enter data directly into the computer.

**RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM:** In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Glen Cove Civil Service Commission a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

### MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in maintaining financial accounts and records OR;
- (B) Three (3) years of experience as specified in (A) above OR;
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above sufficient to indicate ability to do the work.

**STUDY GUIDES:** Study guides prepared by the NYS Department of Civil Service are available for this exam. Check for details by contacting the Civil Service Office or visiting the Civil Service website. See the contact

information at the end of this posting.

**SUBJECT OF EXAMINATION:** There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

Name and number checking:

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

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.

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 calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Working with office records:

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

Calculators will be provided. You will not be permitted to use the calculator function of your cell phone.

**The use of operated calculators is recommended. Calculators will be provided. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.**

**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 notify Glen Cove Civil Service of your intent to take both a State and a local government examination. When taking both a State and a 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 examinations. You must bring both the State and the local government admission card to the State test center.

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

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:**

Applicants whose religious observances, religious practices 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 by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission 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. You must contact The City of Glen Cove Municipal 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 date of the test.

**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 and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.**

**VETERAN'S CREDIT:**

Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. 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 additional 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 either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

**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.

**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.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

**APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS:**

Application forms may be obtained from the City of Glen Cove Website: [GlenCoveNY.gov](http://GlenCoveNY.gov)

**OR:** From the office of: **THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION, CITY OF GLEN COVE, CITY HALL, 9 GLEN STREET, GLEN COVE, NY 11542.**

**During:** *Any weekday from the posting date through the last filing deadline (except holidays).*

**Between the hours of:** 9:00 a.m. to 5:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

**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. "Request for Application Fee Waiver and Certification" forms are available at the Civil Service Office or on-line at: [GlenCoveNY.gov](http://GlenCoveNY.gov)

**ALTERNATE TEST DATES:**

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

**ADMISSION NOTICES:** You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

**CHANGE OF ADDRESS:** It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Glen Cove is an  
Equal Opportunity/Affirmative Action Employer**

(Issued 12/21/2021)

Applications are available on the Civil Service website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can...

[Apply now for this examination -- CLICK HERE -- to download application](#)

<https://glencoveny.gov/wp-content/uploads/2021/05/Application-for-Examination.pdf>