

**CITY OF LOCKPORT
MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

**OPEN-COMPETITIVE EXAMINATION
FOR
PRINCIPAL ACCOUNT CLERK**

LAST DAY FOR FILING:
JANUARY 11, 2024
Exam No. 85-286

DATE OF EXAMINATION:
FEBRUARY 10, 2024

FILING FEE: A \$15.00 filing fee must accompany your application. Checks/money orders made out to the City of Lockport.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport.

RESIDENCY: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and must have maintained that residency at time of appointment.

SALARY: Appointment expected at \$50,000/Yr

DUTIES: The work involves the responsibility for planning, assigning, and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. The work is performed under general direction, in accordance with established policies and procedures, with considerable leeway allowed for the use of independent judgment for carrying out the details of the work. Supervision is exercised over the work of all subordinates. Does related work as required

**MINIMUM
QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelors Degree in accounting and one (1) year of experience in maintaining financial accounts; **OR**
2. Graduation from a regionally accredited or New York registered two (2) year college with an Associates Degree indicating specialization in accounting and three (3) years experience in maintaining financial accounts, one (1) year of which must have been in a supervisory capacity; **OR**
3. Graduation from High School or possession of a High School equivalency diploma and five (5) years of proven experience maintaining financial accounts, two (2) years of which must have been in a supervisory capacity.

Note: College study in accounting may be substituted on a year for year basis for up to two (2) years of the non-supervisory experience.

**SUBJECT OF
EXAMINATION:**

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.

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 ARE RECOMMENDED FOR THIS EXAMINATION

Candidates are allowed 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.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.