

# GLEN COVE CIVIL SERVICE COMMISSION EXAMINATION NOTICE

## **COMMISSIONERS**

Carolyn D. Willson, Commissioner  
Phyllis O. Burnett, Commissioner  
Patrick J. Hall, Commissioner



## **Commission Secretary**

John W. Charon  
(516) 676-4814  
JWCharon@GlenCoveNY.gov

## **THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION**

ANNOUNCES AN PROMOTIONAL CONTINUOUS RECRUITMENT EXAMINATION FOR

## **ACCOUNT CLERK**

EXAM NUMBER **25021**

**This Exam Date:** Saturday, February 8, 2025.

**Next Exam Date:** Saturday, February 7, 2026.

**CONTINUOUS RECRUITMENT:** Applications for this title are accepted continuously and exams are given every year. Applicants applying up to three weeks prior to the exam date will be allowed to take the exam on that date. Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. A candidate's eligibility for appointment begins within one month after the exam and will remain in effect for 4 years. Candidates already on the list may take the exam again to improve their listed score. The Commission reserves the right to terminate or modify this Continuous Recruitment program at any time.

**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 full-time or part-time vacancy in the Glen Cove School District. Currently, full-time positions exist in the City of Glen Cove, Glen Cove School District and the Glen Cove Housing Authority.

**SALARY:** \$41,322 to \$64,408 (2019 annual salary for City)

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:** This exam is open to current employees with one year permanent competitive class service in a clerical title with a lower pay grade **OR** current employees with six months permanent competitive class service as a Senior Clerk.

**STUDY GUIDES:** Study guides prepared by the NYS Department of Civil Service are available for this exam from the Civil Service Office or the Civil Service website [GlenCoveNY.gov](http://GlenCoveNY.gov) where you can [Click Here For Account Clerk Test Guide](#).

**DUTIES:** Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media; Prepares summary statements of ledger balances; Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry; Issues receipts for monies received; Compiles payroll data, prepares and checks payrolls; Assists in maintaining labor, material and operational cost records; Verifies and reconciles account balances according to a prescribed

procedure; Sorts, indexes and files requisitions, vouchers, ledger cards and other materials; Compiles data for and prepares simple financial and statistical reports; Classifies constantly recurring receipts and expenditures and distributes costs according to prescribed code; Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension; Operates computing, calculating, check writing and other office machines; Operates a computer terminal to enter data directly into the computer.

**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:

- 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. A hand-held calculator will be provided 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. A hand-held calculator will be provided for use on this test. You will not be permitted to use the calculator function of your cell phone.

**The use of a calculator is recommended. A calculator will be provided for use on this test.**

**SENIORITY CREDIT:**

Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible’s passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than (1) one year	0 points
1 year to 6 years	1 points
Over 6 years to 11 years	2 points
Over 11 years to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years	5 points

For this Continuous Recruitment Series, Seniority will be calculated when the list is established, when names are added to the list and when the list is certified for appointment. Notification of changes in the eligible list due to recalculated seniority would only be made if the changes result in a change of relative standing between two eligibles on the list. When an examination is open to incumbents of non-competitive class positions, seniority would be based on time spent in a title or titles eligible to take the examination in accordance with the above schedule.

**CROSS FILER STATEMENT:** If you have applied for any other Civil Service examination 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 make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 2 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 the 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. 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.**

**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 AM to 5:00 PM Monday through Friday OR by sending a stamped self-addressed envelope with the applicant’s name and address on it, requesting an application for the examination. 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 DETAILS:** A nonrefundable application fee is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the “City of Glen Cove”. Please write your name and examination number(s) on the check or money order. Cash will not be accepted. This fee may be waived. See the Application Fee Waiver section of this posting for details. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

**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)

[Click Here for Application Fee Waiver](#)

**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.

**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.

**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.

**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.

**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 09/15/2020)*

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

**[Apply for this promotional exam now -- CLICK HERE -- to download application.](#)**