



## SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson  
Personnel Officer

### Examination Open to the Public

## Purchasing Clerk Exam #64508

EXAM DATE: May 12, 2018

**LAST DATE TO FILE:** March 23, 2018 by 4:30pm

**SALARY:** Varies by Jurisdiction

**EXAM FEE:** \$15.00 examination fee payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check.

**HOW TO APPLY:** Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. **Faxed or emailed applications will not be accepted.**

**VACANCY:** A vacancy in this title has been filled temporarily at OMCSO. A permanent appointment will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** This is a key clerical position in the School District that is focused on coordinating and processing purchase requests with district staff. An employee in this class works under the direct supervision of the Superintendent. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Checks merchandise received to insure it agrees with the purchase order specifications, reviews prices, and checks extensions of prices, and then distributes merchandise;

Maintains fixed asset inventory record of material, equipment, supplies and other items by tagging new items and updating computerized files;

Processes vendor statements and invoices;

Obtains source documentation for all accounts payables, invoices, packing slips and receiving data; Maintains documents, files, and records for the purpose of providing up-to-date reference and audit trail compliance;

Coordinates purchasing procedures with district staff and vendors for the purpose of ensuring delivery of products, accurate allocation of funds and/or adherence to district guidelines and fiscal regulations;

Evaluates documentation (e.g. requisitions, bids, etc.) for purpose of ensuring proper use of district funds and proper procedures in the acquisition of supplies, equipment and/or services;

Prepares outgoing mail for delivery, routes incoming mail to appropriate employees, receives and signs for deliveries;  
Maintains file of pending orders and requisitions for supplies;  
Prepares and maintains a wide variety of records and reports on purchasing activities;  
Processes budget transfers and purchase order increases/modifications;  
Corresponds with vendors and school district personnel concerning inquiries about merchandise ordered;  
Maintains vendor information;  
Tracks balances on blanket purchase orders for various vendors;  
Communicates with staff, vendors, and central business office regarding accounts payable;  
Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree (or higher) in Accounting, Business Administration, Finance, or a closely related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in a business office setting with experience in purchasing, accounts payable/receivable, and fixed asset inventory; or
- C. An equivalent combination of training and experience as defined by the limits of (A) or (B) above.

**SCOPE OF EXAMINATION: Use of calculators is RECOMMENDED**

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.

2. Office record keeping

These questions test your ability to perform common office record keeping tasks. 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 data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. 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.

3. Operations with Letters and Numbers

These questions test for 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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. Publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuylers County Civil Service Office  
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: February 21, 2018

## ***SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS***

**Application:** An original application must be filed for each separate examination. Applications must be received by 4:30pm on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying. No attempt will be made to locate candidates who have moved. Download application and forms at web site [www.schuylercounty.us](http://www.schuylercounty.us).

**Education:** A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

**Fee and Fee Waiver:** Application fee of \$15 must be submitted with application. Cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. The examination fee may be waived for persons claiming to be “unemployed and primarily responsible for the support of a household.” Use Schuyler County Waiver form.

**Application Review:** Disqualified candidates will receive a disapproval letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive your letter within five days of the examination, call the Civil Service office at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

**Residency:** Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

**Multiple Examinations:** Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

**Cross-filing:** If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and 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 examination. (2) If you have applied for examination with another local civil service agency, submit a cross filing form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

**Calculators:** Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No books or other reference materials are allowed.

**Eligible Lists:** Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

**Rating:** This examination is announced and will be rated 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 exams will apply to this examination.

**Veterans/Military:** Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

**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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

**Religious Observers:** Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

**Disabled Persons:** If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

**School District Positions:** 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 that state education department is required.

**Background Investigation:** Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.