

**PLEASE POST CONSPICUOUSLY**

ISSUED 1/29/2013

STATE EXAM NO. 67887  
LOCAL EXAM NO. 2023

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL  
County Municipal Center  
Fort Edward, New York 12828  
Telephone 746-2250

Examination For

**BILLING SPECIALIST (BOCES)**

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**AN APPLICATION FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION**  
DATE OF EXAMINATION APPLICATIONS ACCEPTED UP TO  
APRIL 27, 2013 MARCH 8, 2013

**VACANCIES:** At present there is one vacancy in the Washington, Saratoga, Warren, Hamilton, Essex County Board of Cooperative Educations Services (BOCES). This examination is also being held to establish an eligible list for future vacancies which may occur during the life of the list.

**SALARY RANGE:** \$29,500.00 annually

**APPLICATION FEE:** There is a **NON-REFUNDABLE FEE of \$10.00 for this examination. DO NOT SEND CASH.** The required \$10.00 fee must accompany your application. **AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER!** If applying in person, please remit payment to the Treasurer's office, Building B, 2<sup>nd</sup> floor.

**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 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.**

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY OR OF THE ENTIRE BOCES DISTRICT FOR POSITIONS WITH BOCES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**DUTIES:** This position involves responsibility for planning, assigning, and supervising major account keeping billing activities and/ or independently performing difficult and responsible account keeping functions. This is a specialized financial work of a moderately complex nature involving billing functions as related to revenue sources for BOCES operations. The incumbent works under the general supervision of the Business Administrator. Supervision is not a responsibility of this position. Does related work, as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written examination. **Either:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, Finance, or Business Administration or closely related field, and one (1) year of account-keeping, bookkeeping, accounting or billing experience; OR

(B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Accounting, Economics, Finance, or Business Administration, and three (3) years of account-keeping, bookkeeping, accounting or billing experience.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

**NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Cell phones & devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **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.
2. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS**-These questions test for skills and abilities in clerical 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.

(OVER)

## BILLING SPECIALIST (CONTINUED)

3. **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 and possibly third. You will be instructed to mark your answers according to a designated code provided in the directions.
4. **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.

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. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**VETERANS CREDITS**

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 dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit 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 credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional 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 Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

"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 REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

**Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date:**

- If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, 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) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2 then press 1], 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 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(s). For this examination call 746-2250

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

**WHERE TO APPLY:** You may obtain an Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward NY 12828. Telephone (518)746-2250. You may also download either application online at: [www.co.washington.ny.us](http://www.co.washington.ny.us)

LAST FILING DATE: MARCH 8, 2013  
EXAMINATION DATE: APRIL 27, 2013  
TIME: 8:30 O'CLOCK A.M.  
PLACE: TO BE ANNOUNCED

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>