

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Secretary/Treasurer to the Soil and Water Conservation District

**EXAM NO:** 86925

**SALARY:** \$45,00 - \$55,000 Based on Skills and Experience

**LOCATION:** Tompkins County Soil and Water Conservation District

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 06/01/24

**ISSUE DATE:** 03/19/24

**THE FINAL DATE TO FILE APPLICATIONS:** 04/21/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/02/24

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITION:**

There is currently one vacancy in the title of Secretary/ Treasurer to the Soil and Water Conservation District located at the Tompkins County Soil and Water Conservation District. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in business, accounting, bookkeeping or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in business, accounting, bookkeeping or a related field **AND** two years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of experience in the maintenance of financial accounts **OR** in an office supervisory or management capacity.

**SPECIAL REQUIREMENT:**

A valid New York State drivers license is required at the time of appointment and must be maintained throughout the life of employment **OR** the employee must demonstrate an alternative method of meeting the transportation requirements of the job.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for the clerical and financial accounting activities of the Tompkins County Soil and Water Conservation District (SWCD). The incumbent assists the District Manager in performing a variety of administrative duties and is responsible for assigned SWCD programs. This position is under the direct supervision of the District Manager and the Board of Directors. The Board of Directors forms fiscal and accounting policy and will audit the work of this individual by means of periodic (monthly/quarterly) reports and audits. Some leeway is allowed for the exercise of independent judgment when performing the duties of this position. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Acts as the Secretary to the Board of Directors, recording and maintaining official minutes of the meetings;
- Maintains the financial records of the SWCD in a manner prescribed by NYS audit and control procedures;
- Performs banking processes including deposits, check writing, reconciliation and maintaining bank balances on all accounts;
- Performs cost and budget analyses and other accounting tasks to aid in program efficiency and effectiveness;
- Files all financial reports as required by state and federal laws;
- Presents a monthly financial report to the Board of Directors;
- Administers the payroll & liability payments for all employees including the maintenance of leave records and personnel reports;
- Assumes responsibility for all benefit programs including keeping the Board of Directors informed of changes and making recommendations of coverage;
- Serves as the official Records Management Officer for the District under State Archives & Records Administration guidelines.
- Maintains all SWCD records according to the Districts official NYS Records Retention Schedule;
- Maintains a general office inventory including supplies, files and equipment;
- Maintains a neat and orderly office environment;
- Performs keyboarding, reception and various secretarial duties;
- Assists the District Manager in the application and management of contracts and grants;
- Assists with the operating procedures of various SWCD programs including but not limited to: Tree Seedling Program, Pond Stocking Program, Agricultural Assessment, Special Projects and Grants, Public Presentations/Dinners/Tours, Envirothon;
- Performs other related duties as assigned or required as a part of the duties listed above.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods used in bookkeeping and financial account and record keeping;

Skill in the use of an alphanumeric keyboard at an acceptable rate of speed;

Good knowledge of financial administration including budgeting, purchasing and reporting;

Good time management and organizational skills are required;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize complex data and prepare records and reports;

Ability to operate a computer and utilize common office and financial software programs including payroll programs, accounting programs, word processing, spreadsheets and databases;

Ability to prepare financial reports;

Ability to make decisions;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to prepare a variety of written material;

Ability to communicate effectively orally and in writing;

Ability to deal effectively and diplomatically with the public and coworkers;

Mentally alert with the ability to learn new concepts and techniques;

The employee's physical and mental condition shall be commensurate with the demands of the position;

Originally created 02/1998

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### **Complete Scope of the examination and Expanded subtest descriptions:**

#### **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

#### **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.

#### **Fiscal management**

These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing;

storeskeeping and inventory control.

### **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**.

### **Evaluating conclusions in light of known facts**

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

### **Test guide:**

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850