



*"History's Hometown"*

CITY OF AUBURN

Civil Service Commission

Issued: May 8, 2023

**CITY OF AUBURN  
MUNICIPAL CIVIL SERVICE COMMISSION  
AUBURN, NY 13021**

Announcement of open competitive

**Senior Payroll Clerk**

**EXAMINATION #62-348**

EXAMINATION DATE: July 15, 2023

LAST FILING DATE: June 15, 2023

APPLICATIONS MUST BE POSTMARKED NO LATER THAN: June 15, 2023

SALARY: \$42,593 - \$61,863

**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 and one (1) year of experience in preparation of payrolls and related records for a business or governmental agency; or
- (b) Graduation from high school or possession of a New York State high school equivalency diploma and three (3) years of experience as defined in (a).
- (c) An equivalent combination of training or experience as defined by the limits of (a) and (b).

**NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.**

**VACANCY:**

At present there are no vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.

**RESIDENCY REQUIREMENT FOR EXAMINATION:**

None.

**RESIDENCY REQUIREMENT FOR APPOINTMENT:**

In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract. All employees must reside within ten (10) miles of the City of Auburn corporate boundary except Local Public Officers who must by statute reside in the City of Auburn. For clarification purposes, residency shall mean the actual, principal domicile of an individual. Employees choosing to reside outside Cayuga County, still within the 10-mile requirement, shall forfeit 4 vacation days annually.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a variety of clerical activities in preparing and processing payrolls such as editing timesheets, calculating vacation, personal, sick and other related personnel time. The position is also responsible for preparing and processing financial records related to payroll and operating a computer to produce payroll checks and verifying the information for accuracy. The work is performed under the general supervision of the Assistant Comptroller with wide leeway allowed for the independent judgment for carrying out the details of the work. Does related work.

**SUBJECT 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. 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.

**3. 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.

**4. Working with office records**

These questions test your ability to work with office records. 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 numerical data from several sources; 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.

**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>.

**CALCULATOR:**

Use of calculators is **RECOMMENDED** for this exam. Candidates are permitted 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.

**BACKGROUND INVESTIGATION:**

Applicants may be required to undergo a state and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

**APPLICATION FEE:**

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

**NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.**

Send Check or Money Order payable to the **CITY TREASURER**  
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

**As no refunds will be made if your application is disapproved**, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

**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.

**MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**RELIGIOUS OBSERVER:**

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

**SPECIAL ACCOMMODATIONS:**

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

**MILITARY/ACTIVE DUTY:**

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

**VETERANS CREDITS:**

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

**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 (10) 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 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.

**This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.**

**HOW TO APPLY:**

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail, send a self-addressed (\$1.20 postage) envelope to:

Auburn Civil Service Commission  
Memorial City Hall, Room 208  
24 South Street  
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: [www.auburnny.gov](http://www.auburnny.gov) under Job opportunities.

**TIME AND PLACE OF EXAMINATION:**

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

**Auburn Civil Service Commission:**

**John C. Hardy  
Mikel E. Zank  
Christina Tomasso**

**An equal opportunity employer**