

TOWN of HEMPSTEAD

CIVIL SERVICE COMMISSION

DONALD X. CLAVIN, JR.
Supervisor

Council Members

DOROTHY L. GOOSBY
ANTHONY P. D'ESPOSITO
THOMAS E. MUSCARELLA

KATE MURRAY
Town Clerk

BRUCE A. BLAKEMAN
DENNIS DUNNE, SR.
CHRISTOPHER CARINI

JEANINE C. DRISCOLL
Receiver of Taxes



350 FRONT STREET
HEMPSTEAD, NY 11550-4037
516-489-5000 Ext. 3389

Commissioners
ARTHUR J. NASTRE, Chairman
MICHAEL PERRY
GENNARO CESARANO

ROBERT W. SCHMIDT
Executive Director

APPLICATIONS ACCEPTED UP TO
AND INCLUDING JANUARY 11, 2022

EXAMINATION TO BE HELD ON
SATURDAY, MARCH 5, 2022

OPEN-COMPETITIVE EXAMINATION
EXAMINATION NO. 67-711
TITLE: TAX CLERK I

APPLICATIONS: Applications are available to download from our website at <https://hempsteadny.gov/DocumentCenter/View/3579/Civil-Service-Exam-Application-Packet-PDF> or you may schedule an appointment to pick up an application from our office. If you choose to complete a digital version of the application, you must print the completed application and submit a hard copy to our Office. Appointments to pick up an application or submit a completed one may be requested by contacting this Office by phone at (516) 812-3389 or by e-mail at civilservice@tohmail.org. All applications must be completed and returned to our office by **January 11, 2022**. If you choose to return your application by mail, it must be postmarked by this date.

FEE: A **NON-REFUNDABLE** Processing Fee of **\$40.00** must be submitted for each separately numbered examination for which you apply. A certified bank check or money order, made payable to: TOWN OF HEMPSTEAD. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.** SEE GENERAL INSTRUCTIONS FOR FURTHER DETAILS.

FEE WAIVED: Fees shall be waived for candidates who certify to this Commission that they are unemployed and primarily responsible for the support of a household, or receiving public assistance. Please obtain "Application Fee Waiver Request and Certification Form" from this Office. SEE GENERAL INSTRUCTIONS FOR FURTHER DETAILS.

SALARY: \$48,137 (2022) Present Town employees may be certified at a higher level than the announced salary.

DUTIES: Performs routine clerical duties that include accepting tax payments submitted by taxpayers. Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. (a) Graduation from high school (or possession of a high school equivalency diploma) and
(b) Two years of satisfactory full-time, paid experience in clerical work, including one year as a Cashier, Bank Teller, or in a similar position involving the processing of, and accounting for, large sums of money;
OR
2. Completion of two full years of education from an accredited college or university, including courses in Finance, Taxation, Accounting, or Business Administration.

RESIDENCY: Unless otherwise specified, all candidates must be a resident of the Town of Hempstead for at least four months immediately preceding the date of the examination.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur.

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

1. Coding/Decoding Information;
2. Name and Number Checking;
3. Operations with Letters and 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 "General Guide to Written Tests" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

NOTICE TO CANDIDATES: Candidates are RECOMMENDED to use quiet, hand-held, solar or battery-powered calculators for this examination. Devices with typewriter keyboards, such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, cell phones, and any similar devices are prohibited.

FINGERPRINTING: A background investigation (fingerprinting check) may be required for appointment. Failure to meet the standards for the background investigation may result in disqualification. Pursuant to Chapter 548 of the laws of 1976, the Division of Criminal Justice Services requires each request for such search be accompanied by a fee. This fee must be submitted by the candidate. As of the date of this notice, the fee is \$75.00, plus an additional processing fee. The refusal of any candidate to submit the required fee shall in itself, disqualify a candidate from being placed on an eligible list for certification. You will be instructed at the appropriate time when and how to submit payment.

DRUG TESTING: Prior to appointment, you may be required to participate in a drug screening test. Candidates found to be abusing legal drugs or using illegal drugs will be disqualified.

This Commission reserves the right to limit the number of examinations, which may be taken by a candidate on a single test date.

If your application is deemed satisfactory, the Commission will notify you by mail of eligibility to take the examination. Exam admittance notice will accompany such notification. **IF YOU HAVE NOT RECEIVED YOUR EXAMINATION ADMITTANCE NOTICE BY THREE DAYS BEFORE THE EXAM DATE, PLEASE CONTACT THIS OFFICE.**

This written examination is being prepared and rated by the New York State, Department of Civil Service. (See General Instructions.)

PHYSICALLY CHALLENGED: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM. FOR ADDITIONAL EXAMINATION INFORMATION, PLEASE CALL: (516) 489-5000, EXT. 3389.

RELIGIOUS ACCOMMODATION: MOST EXAMINATIONS ARE HELD ON SATURDAYS. IF YOU CANNOT TAKE THE TEST ON THE ANNOUNCED TEST DATE DUE TO A CONFLICT WITH A RELIGIOUS OBSERVANCE OR PRACTICE, CHECK THE SPECIAL ARRANGEMENT BOX ON THE TOP OF THE APPLICATION. WE WILL ARRANGE FOR YOU TO TAKE THE TEST ON A DIFFERENT DATE, USUALLY THE FOLLOWING MONDAY.

EXPANDED SCOPE DESCRIPTIONS:

1. **Coding/Decoding Information** - These questions test for the ability to follow a set of coding rules. Some questions will require you to code information by converting certain information into letters or numbers. Other questions will require you to decode information by determining if the information that has already been converted into letters or numbers is correct. Complete directions will be provided; no previous knowledge of or training in any coding system is required.
2. **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.
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.

DATE ISSUED: DECEMBER 22, 2021

O.C. -GENERAL INSTRUCTIONS

All inquiries should be directed to the Executive Director, Town of Hempstead Civil Service Commission, 350 Front Street, Hempstead, New York 11550.

FEE: In accordance with regulations issued by the New York State Department of Civil Service, the examination prepared for us by the State will be subject to a Processing Fee. In addition, examinations prepared, purchased, rated by or supplied to the Town of Hempstead Civil Service Commission will be subject to a Processing Fee.

FEE WAIVER: Amendment §50.5(b) of the Civil Service Law requires Municipal Commissions to waive application fees as stated on front of bulletin for candidates which meet this criteria. All claims for application fee waiver are subject to verification, and must be submitted with your application by the close of business on the application deadline as stated on the examination announcement.

NON-REFUNDABLE: A Processing Fee must be submitted for EACH separately numbered examination for which you apply. Payment should be submitted with your application in the form of a certified bank check or money order made payable to the **TOWN OF HEMPSTEAD**. The payment should also include the examination number(s) and your social security number. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED**. The Processing Fee for candidates on Public Assistance in Nassau County will be **WAIVED**. Please indicate your Public Assistance claim number on your application. Public Assistance status will be verified with the Nassau County Department of Social Services.

IT IS STRONGLY URGED THAT YOU CAREFULLY REVIEW THE MINIMUM QUALIFICATIONS CONTAINED IN THE EXAMINATION ANNOUNCEMENT TO ENSURE THAT YOU MEET THEM, AS THIS IS A NON-REFUNDABLE PROCESSING FEE. Applications submitted without proper payment will be rejected without review.

In writing for an application form or information, candidates should indicate the examination number **and** title of the position.

Make sure that every question is answered and that required certificates, licenses, transcripts and veterans' forms are included where necessary.

If education beyond high school is required for eligibility, official transcripts must be submitted. If transcripts were filed previously with the Civil Service Commission, a notation should be made on the application.

Candidates should be mentally and physically fit to perform the duties compatible with the position. Medical or physical examinations may be required.

All statements are subject to verification. Inquiries may be made as to character and qualifications.

A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses, is grounds for disqualification for examination, or after examination, for certification and appointment.

The Commission does not acknowledge receipt of applications. If an application is rejected, candidate will be notified and can appeal the decision by contacting this office. Candidates will be notified when and where to appear for examination.

When the written examination is 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 the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

No one will be admitted to the examination site without the official admittance notice and proof of identification in the form of a Photo I.D.

Lists made up as a result of these tests will remain in force for at least one year and may be extended by the Commission not to exceed four years.

Changing circumstances occasionally result in certification and offers of employment under different conditions, such as higher or lower salaries, than those announced.

TOWN OF HEMPSTEAD IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the Town of Hempstead to provide for and promote equal opportunity in *employment*, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

RESIDENCE - Unless otherwise specified, all candidates must be a resident of the Town of Hempstead for at least four months immediately preceding the date of the examination.

MILITARY SERVICE - To claim veterans' credits on this examination, an applicant must have served in the United States Armed Forces at any time during the following dates:

- World War II - December 7, 1941 to and including December 31, 1946
- Korean Conflict - June 27, 1950 to and including January 31, 1955
- Vietnam Conflict - February 28, 1961 to and including May 7, 1975
- Lebanon - June 1, 1983 to and including December 1, 1987
- Grenada - October 23, 1983 to and including November 21, 1983
- Panama - December 20, 1989 to and including January 31, 1990
- Persian Gulf - August 2, 1990 to the end of such hostilities (not yet determined)
- Commissioned corps of the US public health services: July 29, 1945 - September 2, 1945
June 26, 1950 - July 3, 1952

Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces expeditionary medal, the Navy expeditionary medal, or the Marine Corps expeditionary medal. The DD-214 form that has always been required to verify military service should also contain verification of possession of expeditionary medals for Lebanon, Grenada or Panama.

As of February 15, 1985 New York State Residency at the time of entry into active service is **NO LONGER REQUIRED**.

A disabled or non-disabled veteran who wishes to establish eligibility for additional credits **MUST** claim these credits with the filing of this application. You will be allowed the option of waiving these credits after the completion of the examination.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: 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