# CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities and persons with disabilities

## OPEN COMPETITIVE EXAMINATION NO. 14-15

## ACCOUNT CLERK II
## Salary Range: $41,691 - $56,281/Annually

---

**DUTIES:** Under the general supervision of a department head or designee, performs both routine and non-routine account-keeping functions of more than ordinary difficulty; maintains the complete financial records of a small or medium sized agency or a major segment of the financial records of a large agency, including payroll; does related work as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited high school and three (3) years of account keeping experience OR an equivalent combination of training and experience as described above.

**SCOPE OF EXAMINATION:**

I. There will be a written examination weighted 50%, which will test for the following Knowledge, Skills and Abilities:
- Good knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.
- Ability to read and interpret written material and financial figures.
- Ability to follow written and oral directions.

II. There will be a series of computer performance test weighted 50%, which will test for the following Knowledge, Skills and Abilities:
- Ability to enter numeric data into a computer system with speed and accuracy.
- Ability to prepare standard financial reports from accounting data.
- Ability to utilize Excel spreadsheet software.

Candidates must pass the written examination in order to be admitted to the computer performance test and must pass both exams in order to attain a place on the eligibility list.

**APPLICATION PROCESS:** A completed "City of Stamford Application for Examination or Employment" must be submitted or postmarked on or before the last filing date of **June 27, 2014**, to be considered eligible for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application. Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor, 888 Washington Boulevard, Stamford, Connecticut or at www.stamfordct.gov. **Please note:** Only properly completed and submitted applications will be considered.

***The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.***

**Issued: 6-4-2014**

---

EMPLOYMENT BENEFITS:
- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:
Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
CITY OF STAMFORD
888 WASHINGTON BOULEVARD
STAMFORD, CONNECTICUT 06904
TELEPHONE (203) 977-4070
www.cityofstamford.org

General Conditions for Job Announcements and Civil Service Information can be viewed at
www.cityofstamford.org

CHANGE OF ADDRESS:
It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION
Frank Greene
Julie Granser
Peter Nanos
Marc Teichman
Carl Weinberg

# APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

☐ Q
☐ NQ
☐ Educ
☐ Exp
☐ Not City EE
☐ Other _____

Rev. by: _____

The City of Stamford
Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

_____
Position applying for
Use Title on Job Announcement

_____
Exam Number

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.**
**All blanks must be completed in order for application to be considered.**

## GENERAL INFORMATION

Name _____ _____ _____
*(Last)* *(First)* *(Middle)*

Address _____ _____ _____ _____
*(Street/Apt. #)* *(City)* *(State)* *(Zip Code)*

Home Telephone _____
*(Area Code)*

Work Telephone _____
*(Area Code)*

Cellular Telephone _____
*(Area Code)*

E-mail Address _____

Social Security Number 000 _____ _____
**(Last six digits ONLY)**

Best daytime contact: ☐ Home ☐ Work ☐ Cell

Do you claim 5 points preference based on active duty in the U. S. Armed Forces? ☐ Yes ☐ No
(Attach copy of DD214)

Are you currently authorized to work in the United States? ☐ Yes ☐ No

Do you claim 10 points veteran's disability preference? ☐ Yes ☐ No
(Attach DD214 and supporting documentation)

Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

Have you ever worked for the City of Stamford before? ☐ Yes ☐ No

If yes, list by dates employed and job title(s): _____

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? ☐ Yes ☐ No
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? ☐ Yes ☐ No
If yes, list job title and date of disqualification. _____

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nolled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

## RECORD OF EDUCATION

| *TYPE OF SCHOOL* | *NAME OF SCHOOL AND CITY/STATE* | *DATES ATTENDED* | *COURSE OF STUDY (Major/Minor)* | *GRADUATED (Yes/No)* | *DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED* |
|---|---|---|---|---|---|
| *HIGH SCHOOL* | | | | | |
| *COLLEGE OR UNIVERSITY* | | | | | |
| *COLLEGE OR UNIVERSITY* | | | | | |
| *COLLEGE OR UNIVERSITY* | | | | | |

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

## EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY**. Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

1. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

Reason for leaving _____

## EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Last Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ (Month Year) To _____ (Month Year)

_____ # of hours per week _____ Ending Salary _____

Supervisor Name, Title, Telephone _____

Your Title _____

Describe your duties: _____

_____

_____

_____

Reason for leaving _____

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

(A) Your former employer? ☐ Yes ☐ No

(B) Your present employer? ☐ Yes ☐ No

If answer is "Yes" to either (A) or (B) explain under comments section

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

_____

Applicant's Signature

## COMMENTS

_____

_____

_____

_____

_____

_____

## MILITARY INFORMATION

| Veteran of U.S. Armed Forces | Service Branch | Date Discharged | Type of Discharge | Final Rank |
|---|---|---|---|---|
| ☐ Yes<br>☐ No | | | | |

## PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature _____ Date _____

# Applicant Disclosure Form

Section A

City of Stamford

## 1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

## 2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number 000 _____ _____ **(Last six digits ONLY)**

## 3. STATISTICAL INFORMATION

**Race/Ethnic Identification** (Please check one)

| | | |
|---|---|---|
| American Indian or Alaska Native | ☐ | All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| Asian | ☐ | All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| Black or African American | ☐ | (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa. |
| Hispanic or Latino | ☐ | All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race. |
| Native Hawaiian or Other Pacific Islander | ☐ | All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands. |
| White | ☐ | (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| Other | ☐ | Please specify _____ |

**Job Classification**

_____

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

**Gender**

Female ☐

Male ☐

## 4. NON-PARTICIPATION

Please check box if applicable

I have read the above statement and have chosen not to complete this form. ☐

## 5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- ☐ Stamford Advocate
- ☐ Other newspaper. Please give name: _____
- ☐ City Website
- ☐ Internet Please give site: _____
- ☐ City Employee
- ☐ Human Resources Division Bulletin Board
- ☐ Community Agency Please give name: _____
- ☐ Professional journal Please give name: _____
- ☐ Other. Please specify: _____

# Applicant Disclosure Form

City of Stamford

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY MEMBERS OF THE HUMAN RESOURCES DIVISION AND HIRING MANAGERS.

Section B

## CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased**.** The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

_____ _____
Name (Print) Title of Position Sought

_____ _____
Applicant's Signature Date

| *DATE OF CONVICTION* | *OFFENSE* | *DATE OF ARREST* | *PLACE OF ARREST (City/Sate)* | *SENTENCE* |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |