



CITY OF STAMFORD
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. 16-24
ACCOUNT CLERK I

Hourly Salary Range: \$23.0354 - \$27.2086

DUTIES: Under direct supervision, spends substantial time keeping records of financial transactions. Enters, verifies, and monitors transaction details using a computerized integrated financial system; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited high school and one (1) year of office experience involving account-keeping functions, payroll, or other financial work OR any equivalent combination of training and experience as outlined above.

SCOPE OF EXAMINATION: There will be a written examination on a date to be determined. The written exam is weighted 100% and will test for the following Knowledge, Skills and Abilities:

- Working knowledge of account-keeping transactions and records.
- Working knowledge of office practices and procedures.
- Skill in the use of business mathematics.
- Ability to follow oral and written directions.
- Ability to deal effectively with others.

APPLICATION PROCESS: A completed "City of Stamford Application for Examination or Employment" must be submitted or postmarked on or before **Friday, September 30, 2016** (the last filing date) to be considered for purposes of this examination. A resume and/or other correspondence will not be considered as equivalent to an application. Incomplete applications will be rejected. Please note that "see resume" does not constitute a complete application. Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor located at 888 Washington Boulevard, Stamford, Connecticut or at www.stamfordct.gov.

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

Issued: 09/08/2016

EMPLOYEE BENEFITS:

- Health plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES
City of Stamford
888 WASHINGTON BOULEVARD
STAMFORD, CT 06904
TELEPHONE (203)977-4070
www.stamfordct.gov

CHANGE OF ADDRESS

It is your responsibility to notify the Department of Human Resources of any change of Address on your application