

GLEN COVE CIVIL SERVICE COMMISSION EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION
ANNOUNCES A PROMOTIONAL EXAMINATION FOR

PAYROLL SUPERVISOR

EXAM NUMBER **70011200**

EXAM DATE: Saturday, June 28, 2025.

LAST FILING DATE: Applications must be received by or postmarked by the close of business on Friday, May 23, 2025.

LOCATION OF EXAM: *To be announced.*

APPLICATION FEE: \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

LOCATION OF POSITION/VACANCY: The list established from this exam will be used to fill any current or anticipated vacancy in the City of Glen Cove or the Glen Cove School District. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

SALARY: \$57,115 to \$92,521 (2024 Salary Range for City).
\$70,000 (2024-2025 Starting Salary for the School District).

QUALIFYING EXPERIENCE TO TAKE THE TEST: Open to candidates permanently employed in the competitive class as a Senior Account Clerk in the department or agency in which the promotion is sought. Time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

MINIMUM QUALIFICATIONS FOR APPOINTMENT: Must be a current employee with six months permanent competitive class service as a Senior Account Clerk in the department or agency in which the promotion is sought. Time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

DUTIES: Directs the preparation of the agency payroll; Plans, assigns and supervises the work of a clerical staff; Examines appropriate documents to ascertain an employee's eligibility for authorization of

payroll; Oversees the maintenance of complete payroll records for all employees; Directs the various deductions programs in the payroll preparation process, including withholdings, insurance premiums, union dues, savings and credit union payments, etc.; Operates a data entry terminal to enter data on payroll changes into computer following a prescribed code; Verifies accuracy of computer payroll printouts by comparing against source documents; Adjusts annual salaries for personnel based on contract provisions; Maintains records such as employee time and leave files, transaction documents affecting employee status and deduction authorization; Balances withholdings each payroll and prepares monthly withholding statements; Reviews and checks time sheets for accuracy and budget code; Adjusts monthly and quarterly retirement reports and researches inquiries from the Retirement System regarding applicants for unemployment benefits to the New York State Employment Service; Prepares W-2 forms annually; Prepares payroll calendar for approval; Operates computing, calculating, check writing, and other office machines; Answers telephone and written requests from employees concerning payroll related matters; May type forms, letters, reports and other payroll related materials.

When employed in the Glen Cove School District:

Assist in areas of negotiations; Prepares and sends salary notices to all instructional and non-instructional employees; Informs new employees of the pension plan and other fringe benefits; Does billing for the Tax Shelter Annuity Program.

When employed in the City of Glen Cove:

Prepares and distributes various payroll reports to City department heads; Calculates, withholds and remits payment of all applicable payroll taxes as required by law; Prints payroll checks and direct deposit advices; Processes direct deposit payments according to a prescribed procedure; Submits monthly employment data to the NYS Employment Statistic unit; Processes the payment to NYS Employment Services for unemployment benefits.

STUDY GUIDES: Study guides prepared by the NYS Department of Civil Service may be available for this exam. Check for details by contacting the Civil Service Office or visiting the Civil Service website. See the contact information at the end of this posting.

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order to be considered for appointment. The written test will be for knowledge, skills and/or abilities in such areas as:

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.

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.

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.

Supervision: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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.

The use of calculators is recommended, and a calculator will be provided.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify Glen Cove Civil Service of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. You must bring both the State and the local government admission card to the State test center.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations

will apply to this examination.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than (1) one year	0 points
1 year to 6 years	1 points
Over 6 years to 11 years	2 points
Over 11 years to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years	5 points

When an examination is open to incumbents of non-competitive class positions, seniority would be based on time spent in a title or titles eligible to take the examination in accordance with the above schedule.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS: Application forms may be obtained from the City of Glen Cove website GlenCoveNY.gov or from the office of the Glen Cove Municipal Civil Service Commission, City of Glen Cove, City Hall, 9 Glen Street, Glen Cove, NY 11542 during any weekday from the posting date through the last filing deadline (except holidays) between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday OR: by sending a stamped self-addressed envelope with the applicant's name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE: A nonrefundable application fee of **\$25.00** is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. See the Application Fee Waiver section below for how the application fee may be waived. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required

fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

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. “Request for Application Fee Waiver and Certification” forms are available at the Civil Service Office or on-line at: GlenCoveNY.gov
[Click Here for Application Fee Waiver](#)

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

The City of Glen Cove is an Equal Opportunity/Affirmative Action Employer

(Issued 4/15/2025)

Applications are available on the Civil Service website GlenCoveNY.gov where you can...

[Apply for this promotional exam now -- CLICK HERE -- to download application.](#)