



# CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
20-722 State Program Examiner Trainee 1	Equated to G-14	\$45,455	\$71,980
20-723 State Program Examiner Trainee 1 (Systems)	Equated to G-14	\$45,455	\$71,980
20-724 { State Program Examiner Trainee 1 (Fiscal) Auditor Trainee 1 (Municipal) Auditor Trainee 1 (Abandoned Property)	Equated to G-14	\$45,455	\$71,980

**ONLINE APPLICATION PROCESS ONLY**

**NO APPLICATION PROCESSING FEE REQUIRED**

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties receive an additional \$1,513 annual mid-Hudson adjustment.

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must have:

**For No. 20-722:** a bachelor's or graduate degree in accounting, business administration, business management, computer science, computer information systems, or related IT field; criminal justice, economics, engineering; finance, mathematics, public administration, public or community health, public policy, political science, or statistics.

**For No. 20-723:** a bachelor's or graduate degree in the same areas as noted for No. 20-722, including or supplemented by at least 12 semester credit hours in information science or data processing.

**For No. 20-724:** a bachelor's degree including or supplemented by 24 undergraduate or graduate semester credit hours in accounting and/or auditing.\*

\*Note that courses such as business law, economics, statistics, and most finance courses, although taken as part of an accounting curriculum, **cannot** be counted toward the 24 semester credit hours.

**NOTES:**

1. If you apply for these examinations, you will automatically be applying for Examination No. 20-777, State Program Examiner 1 (Fiscal), Auditor 1 (Municipal), and Auditor 1 (Abandoned Property); and No. 20-778, State Program Examiner 1 (Systems), if you meet the minimum qualifications described in the examination announcement. Applying for all of these examinations may increase the chances that you are considered for appointment.
2. If you are selected for appointment and have one year of qualifying professional auditing experience, as described in "B" of the "Minimum Qualifications" for the respective journey-level titles in Examination No. 20-777, or a master's degree or doctoral degree in accounting, business administration, business management, computer science, computer information systems, or related IT field; criminal justice, economics, engineering; finance, mathematics, public administration, public or community health, public policy, political science, or statistics, you may at the agency's discretion be appointed to the Trainee 2 level, equated to Grade 16 (see below).
3. Experience as an Auditor 1 (Municipal) or State Program Examiner (Fiscal) may be qualifying for **Certified Public Accountancy (CPA)**.
4. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Office of the State Comptroller, Human Resources Office, 110 State Street, 12<sup>th</sup> Floor, Albany, NY 12236. Attention: Exam Series #20 or in email to: [transcripts@osc.state.ny.us](mailto:transcripts@osc.state.ny.us).
5. You may apply for these examinations if within nine months of filing an application, you will fully complete both the degree and course requirements. However, you must have completed at least 18 semester credit hours in your major for your education and experience to be evaluated. You cannot be appointed until you submit proof of your degree to the New York State Office of the State Comptroller.
6. There is no processing fee for this examination.
7. New York State residence is not required.

**THE TRAINEESHIP:** Candidates who are appointed at the **Trainee 1** level will participate in a two-year traineeship during which they will receive classroom and on-the-job training as well as periodic evaluations of their performance. After one year of satisfactory service as a Trainee 1, appointees will be advanced without further examination to the Trainee 2 level, equated to Grade 16, with a beginning salary of \$50,722 plus any applicable downstate or mid-Hudson adjustments. Candidates hired at the Trainee 2 level will participate in one year of the traineeship. After one year of satisfactory Trainee 2 service, appointees will be advanced without further examination to the journey-level title with a beginning salary of \$56,604 plus any applicable downstate or mid-Hudson adjustments.

**THE POSITIONS:** State Program Examiner positions exist in the Office of the State Comptroller in Albany, Menands, North Greenbush, Rochester, and New York City. Auditor 1 (Municipal) positions exist in the Office of the State Comptroller in Albany, Binghamton, Buffalo, Glens Falls, Hauppauge, Newburgh, Rochester, and Syracuse. Auditor 1 (Abandoned Property) positions exist in Albany, North Greenbush, and New York City.

**DUTIES:** As a **State Program Examiner 1**, you would assist in the performance audits of all state agencies, institutions and authorities, directed at management effectiveness and efficiency, and program performance. As a **State Program Examiner 1 (Systems)** or **State Program Examiner 1 (Fiscal)**, you would assist in the financial and performance audits of all state departments, agencies, institutions and authorities, directed at financial accountability, management effectiveness and efficiency, and program performance.

As an **Auditor 1 (Municipal)**, in the Division of Local Government and School Accountability, you would assist in providing a variety of services to counties, towns, villages, schools, and various districts of the State. These services include financial and performance audits that are conducted in accordance with generally accepted government auditing standards, technical assistance, budget reviews, regional training and other consulting services. Examiners in the central office assist in the review of annual financial information submitted by local government entities and other functions analyzing and evaluating local government fiscal health.

As an **Auditor 1 (Abandoned Property)**, in the Office of Unclaimed Funds, you would assist in the audit and investigation of banks, insurance companies, utilities, stockbrokers, collateral loan makers or any other organization that may hold unclaimed property to ensure accurate and complete reporting and remittance of unclaimed property to the State Comptroller.

**Extensive travel may be required, including overnight travel. Appointees must have a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to perform the required field work, if public transportation is not available. Field work and travel expenses are reimbursed on a fixed schedule.**

**SUBJECT OF EXAMINATION:** There will be no written test. Your **education and experience** will be evaluated against the general background/critical activities of the position. No written test or test date is involved. If you meet the "Minimum Qualifications," you will be required to complete an education and experience questionnaire online. Your answers to the questionnaire will be the only basis for evaluating your education and experience.

Your score will be based on the following: overall grade point average; grade point average in your major (for No. 20-724 in accounting/auditing); other relevant coursework; internships and/or community/campus/professional activities; and qualifying work experience.

It is essential that you describe your education and experience as completely as possible. Ambiguity, vagueness, or omissions will not be decided in the candidate's favor. All statements concerning education and experience are subject to verification. If references fail to respond or give contradictory information, you may be required to furnish written verification of the education and experience claimed. False statements or lack of verification may result in termination of employment.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

The New York State Office of the State Comptroller will update the eligible list and notify successful candidates of their final scores and eligibility dates on a periodic basis throughout the year.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

**HOW AND WHERE TO APPLY:** You **MUST** apply using the online application process at [http://www.cs.ny.gov/announ/cr\\_announcements/20-722.cfm](http://www.cs.ny.gov/announ/cr_announcements/20-722.cfm). If you apply for one examination, you will automatically compete in all of the examination numbers listed. **In addition to completing the online application, you must forward your resume and your college transcripts or applicable independent verification equivalency of your foreign degree(s)** via email to: [transcripts@osc.state.ny.us](mailto:transcripts@osc.state.ny.us) or mail to: New York State Office of the State Comptroller, Human Resources Office, 110 State Street, 12<sup>th</sup> Floor, Albany, New York 12236. Attn: Exam Series #20. **For additional information about these examinations, email [recruit@osc.state.ny.us](mailto:recruit@osc.state.ny.us) or call (518) 474-1924.**

The New York State Office of the State Comptroller has an ongoing need for persons qualified for appointment to these positions and will accept applications at any time and will rate applications monthly.

**RETEST POLICY:** Qualified candidates may file as frequently as once every six months, but a new application, resume, and transcripts are required each time.

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#### **ADDITIONAL INFORMATION**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.