



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: ACCOUNT CLERK TYPIST

### YATES COUNTY IS SEEKING APPLICANTS FOR ACCOUNT CLERK TYPIST TO FILL 1 VACANCY

<b>Type of Appointment:</b> <b>Position Status:</b> <b>Classification:</b>	Permanent Part Time Non-Competitive	<b>Rate of Pay:</b>	\$19.21 per hour (2025 rate)
<b>Location:</b> <b>Department:</b>	Yates County Office of Emergency Services	<b>Contract:</b>	Non-Union
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	Scheduled as needed*
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00
<b>Posted:</b>	December 31, 2024	<b>Application Deadline:</b>	January 15, 2025

*\*While this position is Non-Competitive in part-time status, the exam is being administered to applicants in the event the position becomes full-time (classified as Competitive) in the future.*

### ACCOUNT CLERK TYPIST - JOB DESCRIPTION

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. An employee in this class usually works under immediate supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems. Detailed instructions are given on new assignments. Does related work as required.

#### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Type correspondence, documents, records and other written material in final or draft form;
- Proofread and correct work, producing accurate, clean and complete typed copy;
- Post to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;
- Record remittances after computing interest and penalties;
- Assist in maintaining labor, material and operational cost records;
- Assist in verifying and reconciling account balances according to prescribed procedures;
- File requisitions, vouchers, ledgers and other material;
- Receive, organize and maintain various types of records;
- Review account keeping records and reports for arithmetical and clerical accuracy;
- Compile data, and assist in the preparation of basic financial and statistical reports;
- Operate standard office equipment, and perform routine equipment maintenance tasks;
- May prepare and maintain time records and payroll data;
- May collect fees and account for monies received;
- May serve as receptionist, greeting clients and/or visitors in a courteous and professional manner;
- Performs other duties as assigned.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods used in keeping and reviewing financial accounts, records, terminology, procedures and equipment;

Good knowledge of clerical operations involving, comparing, checking and counting;

Working knowledge of basic arithmetic functions of addition, subtraction, multiplication and division, and make arithmetic computations rapidly and accurately;

Ability to perform work involving fractions, decimals, averages, and percentages;

Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;

Ability to type accurately and at an acceptable rate of speed;

Ability to perform common record keeping tasks;

Ability to organize and collate data from multiple sources;

Ability to schedule and maintain a record system using running balances;

Ability to complete a table summarizing data using totals, subtotals, averages, and percentages;

Ability to file material accurately in alphabetic order;  
Ability to write legibly using correct grammar and spelling;  
Ability to set up appropriate forms, charts and other tabular listings;  
Ability to perform close, detailed work involving considerable visual effort and strain;  
Ability to understand and follow oral and written instructions;  
Ability to obtain and relay routine information;  
Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;  
Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information;  
Working knowledge of business arithmetic;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; **AND** two (2) years of full-time paid experience, or its part-time equivalent in account clerical/bookkeeping, maintaining financial accounts and associated financial records. *(See below for college credit hours substitution)*

**NOTE:** Satisfactory completion of semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for work experience as follows: Thirty (30) credit hours is equivalent to one (1) year of experience; sixty (60) credit hours is equivalent to two (2) years of experience.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**