



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

VACANCY ANNOUNCEMENT: PRINCIPAL ACCOUNT CLERK TYPIST

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

Type of Appointment:	Provisional	Rate of Pay:	\$22.94 per hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	CSEA, Group VII
Department:	Finance		
Vacancy:	1 position currently vacant	Exam Date:	To Be Determined
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	Application Fee:	Not Applicable (Exam will require a fee)
Posted:	April 18, 2025	Application Deadline:	May 30, 2025

PRINCIPAL ACCOUNT CLERK TYPIST - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, assigning, and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. The work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk Typist by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or if applicable, by the supervisory responsibilities of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of the work;
- Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
- Directs the audit of varied accounts, claims and records and the preparation of reports thereon;
- Directs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;
- Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;
- Oversees the receiving and accounting for large amounts of money in payment for a variety of bills, taxes, and related obligations;
- Revises, systematizes and installs account keeping methods and procedures;
- Reconciles ledgers of revenue received with bank statements; Conducts correspondence in connection with financial matters;
- May supervise the preparation of purchase orders and the securing of bids from vendors;
- Operates a computer, calculator and other related office machines;
- Performs data entry; types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, memoranda, etc., on personal computer at an acceptable rate of speed;
- May be responsible for processing timecards, payroll for an entire organization (including complex payroll transactions), and all related reports as necessary;
- Performs other duties as assigned.

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

Thorough knowledge of modern methods used in keeping and checking financial records and accounts;
Thorough knowledge of office terminology, procedures and equipment and business English;
Ability to plan, assign and supervise the work of account keeping and clerical assistants;
Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately;
Ability to analyze and organize complex data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;

Ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to operate a personal computer keyboard at an acceptable rate of speed;

Integrity and good judgement in solving complex account keeping problems is required;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered two (2) years of college with a major in accounting, business or a closely related field; AND two years of experience maintaining financial accounts or records; OR
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience maintaining financial accounts and records; OR
- c) An equivalent combination of training and experience equal to or greater than that specified in (a) or (b) above.

Note: Your degree 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 was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

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.**