



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

VACANCY ANNOUNCEMENT: SENIOR ACCOUNT CLERK TYPIST

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

Type of Appointment: Position Status: Classification:	Provisional Full Time Competitive	Rate of Pay:	\$22.34 per hour
Location: Department:	Yates County Highway	Contract:	CSEA, Group VI
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 <i>(Exam will require a fee)</i>
Posted:	April 18, 2025	Application Deadline:	May 23, 2025

SENIOR ACCOUNT CLERK TYPIST - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for independently performing and/or supervising clerical duties in the maintenance and review of moderately difficult financial accounts and records. The work may require decision-making as to methods to be used and classification of records and accounts. The incumbent may be responsible for entering and retrieving information from a computer database/spreadsheet using software. Incumbents will exercise independent judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of one or more clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
- Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances, renews status of accounts as adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
- Track audits and monitors a variety of accounts;
- Verifies adjustments are made to correct allocations and issues reports as required;
- Prepares complex financial or statistical summary reports;
- Checks for accuracy of computations and completeness or supervises the preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
- Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;
- Prepares funds for deposit into book accounts, reconciles accounts, and prepares reports from information;
- Contacts clients, vendors or other agencies to obtain additional information;
- Provides information orally or in writing in response to inquiries on status of accounts and other financial matters;
- Receives payments in person or by mail;
- Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
- Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
- Operates calculator, peripheral computer equipment and other office equipment;
- May assist in preparation of figures and reports for use in budget preparation;
- Performs other duties as assigned.

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

Good knowledge of modern methods used in keeping and checking financial accounts and records including financial software;

Good knowledge of office terminology, procedures, equipment and business English;

Ability to make difficult arithmetic computations involving fractions, decimals and percentages accurately;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret complicated oral instructions and/or written directions;
Ability to develop effective working relationships and deal diplomatically with the public;
Ability to perform close, detail work involving considerable visual effort and concentration;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration, or a related field; OR
- b) Graduation from high school or possession of an equivalency diploma and completion of a Business Diploma or Business Certificate programs that include coursework in accounting and two (2) years of clerical experience involving responsibility for maintaining and checking financial accounts and records; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND three (3) years of clerical experience involving responsibility for maintaining and checking financial accounts and records.

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.**