

Town of Jerusalem

Account Clerk Typist (Provisional - Full Time)

The Town of Jerusalem is seeking a qualified applicant for a **full-time provisional Account Clerk Typist** position. This role provides administrative and clerical support to the **Assessor, Code Enforcement Officer**, and the **Planning and Zoning Boards**, including **minute-taking** and attendance at **regularly scheduled evening meetings**.

Minimum Qualifications:

- Associate degree **OR**
- High school diploma **with experience in an office environment**

Position Details:

- **Pay Range:** \$19.50 - \$22.00 per hour (based on experience)
- **Schedule:** 35 hours per week
- **Benefits:** Medical and dental benefits

This is a **provisional appointment** subject to **Civil Service requirements**. Applications are available and must be submitted to Yates County Personnel Dept., 417 Liberty St., Penn Yan, NY 14527, online at <https://mycivilservice.yatescountyny.gov/> or call (315)536-5112 for further information.

Deadline for applying is August 1, 2025



ACCOUNT CLERK TYPIST

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| Jurisdiction Class: | Competitive* |
| Civil Division: | ALL |
| Adoption by YCCSC: | 3/24/1971 |
| Revised by YCCSC: | 6/6/1991 |
| Revised by YCCSC: | 7/2/1997 |
| Revised by PO: | 5/2/2013 |
| Revised by PO: | 10/16/2019 |
| Revised by PO: | 10/19/2022 |

**Non-Competitive for Part-Time*

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
- b) Two (2) years of full-time paid experience, or its part-time equivalent in account clerical/bookkeeping, maintaining financial accounts and associated financial records; OR

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.