

DATE: June 6, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Michael Iapocce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Account Clerk/Typist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$20.18/ hour (Grade 6)

FILL DATE: June 28, 2024



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the routine maintenance and review of financial accounts, records and reports. A substantial portion of the work involves typing. The work is carried out in accordance with established procedures and involves clerical level account keeping and auditing functions as well as general clerical duties. The class differs from that of Account Clerk in that Account Clerk does not have substantial typing duties. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Supervision may be exercised over the work of one or more subordinate clerical employees. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of one (1) year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by at least one course in accounting or a related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full time paid experience, or its part time equivalent, in the compilation and maintenance of financial accounts and records; **OR**
- C. Two (2) years of full time paid experience, or its part time equivalent, as described in B above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.