

PART-TIME ACCOUNT CLERK/TYPIST VACANCY

The Chenango County Department of Social Services has an immediate opening for a part-time 19 hour per week Account Clerk/Typist. The work involves maintaining computerized accounts, typing correspondence, filing, and performing a variety of other account-keeping and clerical functions. To qualify candidates must possess a high school diploma or GED and either: a post high school accounting or bookkeeping course; or 1 yr. experience in the compilation and maintenance of financial accounts and records; or 2 yrs. office clerical experience. The position pays \$13.27 per hour. As this is a part-time position, a civil service examination will not be required for permanent appointment. For applications contact the Chenango County Personnel Department at (607) 337-1470 or visit www.co.chenango.ny.us/personnel. Applications will be accepted until the position is filled. EEOE M/F/H/V