

SENIOR ACCOUNT CLERK/TYPIST

The Chenango County Department of Social Services has an immediate opening for a Senior Account Clerk/Typist. Duties involve responsibility for independently performing varied financial account and recordkeeping tasks. Good knowledge of personal computers is required. To qualify candidates must have either: An Associates Degree or higher in accounting, business administration, or a closely related field; OR completion of 60 college credit hours which must have included at least 12 credit hours in accounting or bookkeeping; OR graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience or its' part-time equivalent in the compilation and maintenance of financial accounts and records; OR an equivalent combination of education and experience as defined by the limits above. Successful completion of a civil service test held at a later date will be required for permanent appointment. The position starts at \$15.14 per hour and includes a full benefits package. For applications, contact the Chenango County Personnel Office at (607) 337-1470 or visit www.co.chenango.ny.us. Applications will be accepted until the position is filled. EEOE M/F/H/V