

CHENANGO COUNTY VACANCY NOTICE

Job Title:	Account Clerk/Typist
Location of Position:	Chenango County Behavioral Health Services Department
Hours per week:	Minimum 37.5 hours per week
Responsibilities/Duties:	An employee in this class performs routine clerical work involving the performance of standardized account-keeping tasks in maintaining and checking financial accounts and records. The incumbent enters and retrieves account information manually or by using computer database and/or spreadsheet software. Work is performed under the direct supervision of a higher level employee in accordance with well defined policies and procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross-checks or by the immediate supervisor and other steps in the account-keeping process.
Minimum Qualifications:	To qualify candidates must possess a high school diploma or GED and either: a post high school accounting or bookkeeping course; or 1 year experience in the compilation and maintenance of financial accounts and records; or 2 years of office clerical experience. The civil service exam for Account Clerk/Typist is scheduled for July 17, 2021. Applicants must apply for this civil service exam in order to be considered for the current vacancy.
Salary:	\$14.54 per hour
Benefits:	<ul style="list-style-type: none"> • Health, dental and vision insurance • Generous leave time benefits & paid holidays • NYS Retirement System membership • 457(b) tax deferred retirement savings plan • Eligibility for federal student loan forgiveness program
Starting Date:	Immediate opening.
To Apply:	For applications, contact the Chenango County Personnel Department at (607) 337-1470 or visit www.co.chenango.ny.us/personnel
<p>Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.</p> <p>EEOE M/F/H/V</p>	