

CHENANGO COUNTY VACANCY NOTICE

Job Title:	Senior Account Clerk/Typist
Location of Position:	Chenango County Department of Public Works
Hours per week:	37.5 hours per week
Responsibilities/Duties:	Duties involve responsibility for independently performing varied financial account and recordkeeping tasks. Good knowledge of a personal computer is required.
Minimum Qualifications:	To qualify candidates must have 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 it's part-time equivalent in the compelation and maintenance of financial accounts and records.
Salary:	\$16.55 per hour
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
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.	
EEOE M/F/H/V	