

Greene County Department of Social Services Job Announcement – ACCOUNT CLERK (HELP Program)

Hourly Rate: \$17.94 (Grade 6, Step 0)

Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

This is routine clerical work involving the performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerks by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods used in keeping and checking financial records and accounts; Working knowledge of office terminology, procedures, equipment, and business English; Ability to make arithmetic computations involving fractions, decimals, and percentages accurately; Ability to write legibly; Ability to organize and maintain accurate records and files; Ability to understand and interpret oral instructions and/or written directions; Ability to perform close, detail work involving considerable visual effort and strain; Ability to develop effective working relationships and deal diplomatically with the public; Good judgment.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience;
OR
- B. Graduation from high school or possession of an equivalency diploma, including or supplemented by coursework in accounting or bookkeeping
OR
- C. Two (2) years of clerical experience which must have included at least six (6) months of experience in financial record keeping;
OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Submission of a Greene County employment application is **REQUIRED** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greencountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.