



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

JOB OPENING

Account Clerk-Keyboard Specialist Probation Department

LAST DATE TO FILE: Review of applications will begin immediately. Applications will be accepted until position is filled.

SALARY: \$16.67/hr with excellent benefits

VACANCY: At the present time, there is one full time, 35 hour per week, **provisional** opening in the Schuyler County Probation Department. **The individual hired will need to take a Civil Service test at a later date, and be reachable on the list to gain permanency in the position.**

HOW TO APPLY: Applicants must submit a Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Applications **WILL** be accepted via email or fax. You may include a resume with your application; however, **you may NOT substitute "See Resume"** for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard account-keeping procedures in maintaining and checking financial accounts and records. The incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet using software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk-Keyboard Specialist by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts in hard copy or by computer and verifies all data entered;
Prepares correspondence, documents, records and other written material in draft form using hand written rough draft, oral recordings or data from various equipment as source data;
Reconciles all entries, both credits and debits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Uses computer software to produce data needed for state and federal reimbursement claims;

Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
Deposits bank receipts and transacts other bank business;
Contacts by telephone and correspondence clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquiries on financial records;
Files and maintains all related records such as records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits payroll time records;
May order office supplies and maintain an inventory of supplies and equipment;
May sort and distribute mail;
Operates calculator, computer terminal and other related office equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, **and either:**

- A. Successful completion of a high school accounting course and a keyboarding or word processing course; **or**
- B. Six credit hours of coursework in accounting at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees and either a course in keyboarding/word processing or one year of clerical experience that involved typing or word processing; **or**
- C. One year of experience maintaining financial accounts and records which included typing or word processing.

****Note:** Please submit proof of coursework if you qualify under A or B above. If using work experience to qualify, please describe fully on application. Clerical experience is defined as activities involving the performance of routine office tasks, such as keeping of records & accounts, correspondence, recording/entering & retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: October 21, 2021