

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

DEPARTMENT OF SOCIAL SERVICES

Account Clerk Typist

\$29,327 - \$34,527

DATED: May 3, 2022

LAST DAY FOR FILING: May 16, 2022

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves operating a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard, a substantial part of the time in the application of standard account-keeping practices in maintaining and reviewing of financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions of all new or difficult assignments. Except for the ability to operate a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard, this class is equivalent to that of Account Clerk.

TYPICAL WORK ACTIVITIES:

- Operates a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard in performing the duties described below:
- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media
- Received remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry
- Assists in maintaining labor, material and operational costs records
- Assists in verifying and reconciling account balances according to a prescribed procedure
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar materials
- Classified constantly recurring receipts and expenditures and distributes costs according to a prescribed code
- Types and maintains various types of records
- Compiles data for and helps in the preparation of simple financial and statistical reports
- Sorts, indexes and files requisitions, vouchers, ledger cards, and other material
- Compiles payroll data, prepares and checks payrolls
- Operates computing, calculating and other office machines
- May require the use of a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to analyze and organize complex data and prepare records and reports; ability to perform close, detail work involving considerable visual effort and concentration; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; physical condition commensurate with ability to do the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND (a) Supplemental courses in bookkeeping and typing; or

(b) One (1) year of experience or its part-time equivalent typing and maintaining financial accounts and records.

Note: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com