



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Account Clerk Typist (Provisional Appointment*)

SALARY: \$22,612 - \$29,153 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY: This is an entry level clerical accounting position involving routine calculating, posting, and verifying operations to obtain primary financial data for use in maintaining accounting records for the Monroe County Finance Department, Controller's Office. Employees of this class may also assist a more experienced worker in performing the more difficult and responsible phases of accounts maintenance work. The work may involve substantial operation of an automated or manual account keeping system and computer terminals. Standard assignments are performed independently and involve application of well-defined accounting procedures and practices. Supervisory assistance is available, however, for unusual problems, and provided in the form of detailed instructions on all new or difficult assignments. Work is reviewed by immediate observation and checking completed work, by periodic or spot-checking, by cross-checking, or by another step in the clerical process. Work is performed under direct supervision of a designated immediate supervisor. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Twenty-four (24) satisfactorily completed semester credit hours, including six (6) semester credit hours in Accounting from a regionally accredited or New York State registered two (2) or four (4) year college or university; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma, plus one (1) year of full-time or its part-time equivalent experience in the maintenance of financial accounts and records; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Where the minimum educational requirement is lacking, additional experience as specified in (B) may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and 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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: May 5, 2010

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer