



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** OFFICE ACCOUNT CLERK, PART-TIME

**SALARY:** \$10.99 - \$14.13 hourly

**LOCATION:** Monroe County Department of Parks  
Administration Office and Lamberton Conservatory

### **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 a department or agency. Employees may also assist a more experienced worker in performing the more difficult and responsible phases of accounts maintenance work. The use of a personal computer for word processing and database entry is an integral part of the position. Assignments are performed independently and involve application of well-defined accounting procedures and practices. The employee reports directly to, and works under the general supervision of a higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Successful completion of twenty-four (24) semester credit hours, including six (6) semester credit hours in Accounting from a regionally accredited or New York State registered college or university\*; OR,
- (B) 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 education and experience as defined by the limits of (A) and (B).

\*Candidates qualifying under (A) and (C) above must submit at the time of application a student or unofficial college transcript or itemized list of coursework and college credits received.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**Send Civil Service Application to:**

LEAH JAHNA  
MONROE COUNTY PARKS DEPARTMENT  
171 RESERVOIR AVENUE  
ROCHESTER, NEW YORK 14620

**Posting Date:** April 24, 2015

**Posting Deadline:** May 8, 2015