



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton M. Connard, SPHR
Director

TITLE: OFFICE ACCOUNT CLERK (PROVISIONAL* APPOINTMENT)

SALARY: \$23,609 - \$29,942 annually

LOCATION: Monroe County Department of Human Services

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 paid 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 and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: March 22, 2018

Posting Deadline: April 6, 2018

*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) candidates on the examination list in order to be eligible for permanent appointment.