

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

TREASURER'S OFFICE

Account Clerk/Typist

\$24,597 – \$28,942

LAST DAY FOR FILING: December 9, 2011

DATED: November 28, 2011

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. Excepting 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: Working 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 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: (a) Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in bookkeeping and typing; OR (b) Two years experience typing and maintaining financial accounts and records; OR (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Adopted Otsego Co. CS – 10/1/93

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyemployment.com