

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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**Bethany O'Rourke** Personnel Officer

## NOTICE OF VACANCY Account Clerk-Typist (PT)

**Date of Issue: 03/10/2022.** The work involves responsibility for performing clerical duties, operating a personal computer, mainframe computer and/or typewriter, utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking accounting or administrative employee. Excepting the ability to maintain financial records, this class is equivalent to that of Typist. Does related work as required.

The title Account Clerk Typist (PT) is **Non-competitive**, requiring applicants to meet minimum qualifications established for the position. A criminal background check\*, is required.

**Status:** Permanent  
**Work Hours:** Part-time, days; 17-hours / week  
**Salary:** \$13.79 / hour; NYS Retirement System  
**Location:** Tioga County Department of Mental Hygiene (works at Owego and/or Waverly clinic location as needed)

### **MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a course in maintaining financial accounts AND typing or data entry; **OR**
- (b) Two years of full-time experience or its part-time equivalent in financial record keeping and typing or data entry; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**Apply Online** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: Applications will be accepted until position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.