

Personnel and Civil Service



NOTICE OF VACANCY

Account Clerk-Typist (PT) – Two (2) positions available

Re-Issued: 11/05/2024 The work involves responsibility for performing clerical duties, operating a personal 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 Clerk. 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: \$15.06 / hour; NYS Retirement System
Location: Tioga County Department of Mental Hygiene – Two locations:
Waverly Office
Owego Office

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency and one (1) year of full-time (or its part-time equivalent) clerical work experience maintaining financial accounts and records.

Note: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

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

Apply by: Applications will be accepted until the positions have 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.