

Personnel and Civil Service

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

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NOTICE OF VACANCY Account Clerk-Typist (PT)

Update 09/11/2025. 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: \$15.59 / hour; eligible to join the NYS Retirement System
Location: Tioga County Department of Mental Hygiene, Waverly Office

Minimum Qualifications: Graduation from high school or possession of a high school equivalency.

Preference may be given to applicants who indicate clerical work experience maintaining financial accounts and records.

Apply Online: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications will be accepted until the 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.