



**PROVISIONAL OPENING FOR
Senior Account Clerk Typist**

There is a **provisional opening in the Allegany County Probation Department for a full time Senior Account Clerk Typist.

Rate of pay: \$19.70 ~ \$23.70/hr.

This is important and difficult clerical work involving responsibility for independent performance of varied account-keeping clerical duties and typing. Work may require the exercise of independent judgment in the application of procedures to specific situations as well as supervision with detailed instructions given regarding department objectives and for each new assignment. Supervision may be exercised over the work of clerical assistants. Does related work as required.

Thorough knowledge of modern methods of keeping and checking financial accounts and records; working knowledge of billing fraud, waste and abuse issues; good knowledge of business English, ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to type at a reasonable rate of speed; ability to write legibly; ability to get along well with others, clerical aptitude; mental alertness, a high degree of accuracy; neatness; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

Minimum Qualifications: Either:

- A. Senior high school graduation including or supplemented by a course in typing and two years of clerical experience at least one year of which shall have been maintaining and checking financial accounts or records; or,
- B. Four years of clerical experience maintaining and checking financial accounts or records.

****This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.***

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813. There is no fee at this time.