



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: ACCOUNT CLERICAL II (POS#10905)

PAY RATE: \$18.87 - \$21.27

DEPARTMENT/DIVISION: SUPPORT SERVICES

WORK LOCATION: NCDSS/NIAGARA FALLS

STATUS: Provisional

DESCRIPTION: DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving the independent performance and supervision of financial account and record keeping. The work generally requires a more specialized understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work may require decision making as to the methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents may supervise and train lower level clerical workers. This position differs from Account Clerical I by the increased independence of action; the complexity and specialization of duties; his/her level of responsibility for an entire function; and the presence of supervisory responsibility. This position does not require the performance of double-entry bookkeeping. Does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status in an Account Clerical I position.

OPEN-COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid clerical experience involving responsibility for compiling and 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 being equivalent to three months of experience

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DATE POSTED: **12/06/2021**      DEADLINE: **12/19/2021**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

**Niagara County Human Resources**

**111 Main Street – Suite G2, Lockport, NY 14094**

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer