



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: ACCOUNT CLERICAL III (POS#1139)

PAY RATE: \$20.03 - \$22.97

DEPARTMENT/DIVISION: CHILD SUPPORT

WORK LOCATION: NCDSS/LOCKPORT

STATUS: Provisional

DESCRIPTION: This is difficult account clerical and typing work involving the independent performance and supervision of double-entry account keeping and financial record keeping. The work requires a good understanding of specific law, office rules, procedures and policies pertaining to the incumbent's department. The work requires decision making as to methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents train lower level clerical workers and provide general supervision to the same. This position differs from Account Clerical II by the addition of double-entry bookkeeping tasks and the further increased complexity and criticality of duties. Does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status in an Account Clerical II position. OPEN-COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time, paid clerical experience involving responsibility for double-entry bookkeeping. 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.

**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

PROVISIONAL APPOINTMENT: Successful Candidates will be required to take a Civil Service examination and be reachable for a permanent appointment.

"APPLICANTS WILL BE SUBJECTED TO A CRIMINAL BACKGROUND CHECK AND FINGERPRINTING."

DATE POSTED: **5/2/2022** DEADLINE: **5/15/2022**

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

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