



# NIAGARA COUNTY JOB POSTING

## OPEN TO THE PUBLIC

TITLE/POSITION #: **Account Clerical II #10921**

PAY RATE: **\$21.78 - \$24.29/hr**

DEPARTMENT/DIVISION: **Mental Health**

WORK LOCATION: **Lockport Clinic**

STATUS: **Contingent Permanent**

DESCRIPTION: For a complete job description and minimum requirements please visit:

<https://www.niagaracounty.com/Employment/Job-Specs-for-Civil-Service-Positions>

**This is a highly essential position in an active high volume clinic setting.**

**Responsibilities include but are not limited to: Assists clients, provides support to professional staff, posting visits, collecting fees, tracking insurance authorizations, answering and referring phone calls, transcribing doctor dictation, typing financial reports, maintaining statistical data, patient coordination. Types invoices, vouchers, purchase requisitions, correspondence, reports and other documents as assigned as it relates to direct service clinic operations. Audits charts and maintains records to always be audit ready in Mandated Mental Hygiene Services. Provide guidance to ACI and Clerical staff in assigned area.**

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**

**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

**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: **3/13/2023**      DEADLINE: **3/26/2023**

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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