

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**TITLE:** Principal Account Clerk

**GRADE/SALARY:** 19W - \$30,358 plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class plan, assign, review and supervise account-keeping activities, checking of records, clerical activities of a large or complex unit, and independently perform the more difficult and responsible account-keeping, checking of records and clerical functions. The work is performed under general supervision, and in accordance with established objectives, policies and detailed procedures; however, employees in this class frequently exercise independent judgment in carrying out work responsibilities. Difficult technical or policy problems are referred to a supervisor for a decision. Regular contacts with persons in other departments and occasional contacts with persons outside the County or Agency are required to obtain or furnish information. Supervision is exercised over account-keeping and other clerical employees. Incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field, including or supplemented by 12 semester credit hours in accounting; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university, including or supplemented by 12 semester credit hours in accounting, **AND** two (2) years of experience in maintaining and checking a variety of financial accounts and records/reports; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as listed in (B) above; two (2) years of which shall have been in a supervisory capacity.

**NOTES:** Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** November 11, 2021

**\*\*Oneida County is an equal opportunity employer\*\***

10/21/2021