

NOTICE OF VACANCY

DEPARTMENT: Probation
TITLE: Senior Account Clerk
GRADE/SALARY: 14W - \$25,453 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform supervisory or difficult clerical work in maintaining and checking financial accounts and records which involves the application of standardized account keeping practices. General policies and procedures are established for work of this class, but employees exercise independent judgment in the handling of details. The work is performed under general supervision. Supervision may be exercised over other clerical employees. Incumbent performs related work as required.

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

- (A) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university, including or supplemented by six (6) semester credit hours in accounting; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience which shall have involved maintaining and checking financial accounts or records; **OR**
- (C) Four (4) years of experience, as listed in (B) above.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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 6th 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: December 23, 2021

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