

NOTICE OF VACANCY

DEPARTMENT: Family & Community Services

TITLE: Principal Account Clerk

GRADE/SALARY: 19W - \$29,910 plus Excellent Benefits

THIS IS A TESTED 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. 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.

NOTE: Must submit copy of transcripts if qualifying under (A) or (B) above.

TO APPLY ONLINE GO TO: <https://oneida-portal.mycivilservice.com/>

PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6TH FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED

TO: Oneida County Department of Personnel
800 Park Avenue
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: December 8, 2020

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

11/17/20