



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **SENIOR OFFICE ACCOUNT CLERK**
(Provisional* Appointment)

SALARY: \$34,713 – \$45,734 annually

LOCATION: Monroe County Department of Finance - Research, Strategy and Development

JOB SUMMARY:

This is a senior-level clerical position involving the independent performance of difficult and complex clerical and account keeping tasks for a department or agency. The work may involve use of an automated or manual account keeping system. This employee may also be responsible for planning and review of account keeping and financial record keeping activities of other clerical staff or of a small clerical unit. The use of a personal computer for word processing and database entry is an integral part of the position. The employee reports directly to, and works under the general supervision of a higher level staff member. General supervision may be exercised over Office Account Clerks and other subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent work experience in account keeping, bookkeeping, or financial record keeping; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Business Administration, or closely related field, plus one (1) year of work experience as described in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, or closely related field; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C).

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: April 17, 2024

Posting Deadline: May 3, 2024

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.