

## Greene County Public Health

### Job Announcement: Principal Account Clerk Typist (2)

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\$21.14 per hour (Grade 11, Step 0)

*This is a full-time, provisional appointment.  
Permanent appointment is contingent upon Civil Service exam.*

The work involves responsibility for planning, assigning and supervising major account-keeping activities and/or independently performing difficult and responsible account-keeping functions. Additionally, the incumbent performs duties which require substantial time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk Typist by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related works as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern methods used in keeping and checking financial records and accounts; Thorough knowledge of modern office terminology, procedures and equipment and business English; Ability to plan, assign and supervise the work of account-keeping and clerical assistants; Ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; Ability to analyze and organize complex data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to communicate and develop effective working relationships and deal diplomatically with the public, subordinates and other work contacts; Ability to type and operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; Ability to enter data and maintain electronic records and files; Ability to organize, prepare and maintain accurate records, reports and files; Ability to perform close, detail work involving considerable visual effort and concentration; Integrity and good judgment in solving complex account-keeping problems.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered two year college or university with 15 credit hours in accounting **AND** two (2) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and the utilization of common office software programs including word processing, spreadsheets and databases; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and the utilization of common office software programs including word processing, spreadsheets and databases; **OR**
- C. Six (6) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and the utilization of common office software programs including word processing, spreadsheets and databases

**Submission of a Greene County employment application is required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. You may include a resume, but do not substitute a resume.

**Applications can be obtained in person or at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.