



MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

PRINCIPAL ACCOUNT CLERK TYPIST - PROVISIONAL

SALARY: \$42,097

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 10/15/2024

DISTINGUISHING FEATURES OF THE CLASS: This is highly important financial record keeping work involving responsibility for planning and overseeing complex financial record keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment where recommendations are initiated. Employees in this class do not perform double entry bookkeeping duties. Except for the ability to type, this class is equivalent to that of Principal Account Clerk. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in a Montgomery County Department or Fulton Montgomery Community College or other agencies under the Civil Service Jurisdiction of the Montgomery County Civil Service Agency on the date of the written examination and must have served continuously on a permanent basis for 18 months in the position of Senior Account Clerk/Senior Account Clerk Typist.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college with an Associate Degree in secretarial science, business, accounting or related field and two years of experience in maintaining financial records and accounts; or
- B. Graduation from high school or possession of a high school equivalency diploma and four years of experience as described in A above; or

- C. Six years of experience as described in A above; or
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.