



**MONTGOMERY**  
**COUNTY** NY  
Made of Something Stronger

Human Resources

Personnel • Civil Service • Employee Benefits

Nicole Yaggle

Personnel Officer

**MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES**

**ACCOUNT CLERK TYPIST - PROVISIONAL**

**SALARY: \$33,399**

**DEPARTMENT: SOCIAL SERVICES**

**LAST FILE DATE: 6/28/2023**

**DISTINGUISHING FEATURES OF THE CLASS:** The work is primarily of a routine nature and involves operating a typewriter or computer a substantial part of the time in the application of standard account keeping practices in maintaining and reviewing financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Accepting the ability to operate a typewriter or computer, this class is equivalent to that of Account Clerk. The incumbent provides clerical support and 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.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by courses in bookkeeping and typing; or
- B. One year of experience in maintaining financial accounts and records which shall have involved typing; or
- C. An equivalent combination of training and experience.

**\*\*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](http://www.co.montgomery.ny.us). Completed applications must be received by the last file date.