



Our Future Starts
With *you!*

POSITION: Account Clerk I (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$44,266

LOCATION & HOURS: 175 Green Street, Albany, NY 12202, 8:30A-4:00P

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

Albany County Department of Mental Health is seeking applications to fill a vacancy for Account Clerk I. This is a position requiring the application of standardized account-keeping practices in maintaining and reviewing financial accounts and records. The incumbent may be responsible for entering and retrieving information from a computer database and using a computer or word processor to produce printed material such as forms, letters, and memoranda. Account Clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on usual problems and provide instruction on all new or difficult assignments. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER

- A. Graduation from a New York State or regionally accredited college with an Associate's Degree in Accounting or Business; or,
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience in maintaining financial accounts and records.

Please submit your resume and letter of interest with this application.

POINT OF CONTACT FOR INQUIRIES:

Cindy.hoffman@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

