



Our Future Starts
With *you!*

POSITION: Account Clerk I (HELPS)
DEPARTMENT: Children, Youth and Families
SALARY: \$45,991
WORK LOCATION: 112 State St. Albany, NY 12207

BENEFITS:

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

DESCRIPTION:

The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/ spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk and Account Clerk II by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. 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, Business or a closely related field; 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.

SPECIAL REQUIREMENT: At time of appointment and throughout employment:

- 1. Successful clearance from the State Central Registry in the New York State Office of Children and Family Services and the State Justice Center for the Protection of People with Special Needs (Background investigation is conducted by the appointing authority).

POINT OF CONTACT FOR INQUIRIES:

Carole Hackett
Carole.hackett@albanycountyny.gov

Please submit a copy of your resume and a cover letter with this application.

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.

