



Our Future Starts
With *you!*

POSITION: Account Clerk II (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$51,972

WORK LOCATION & HOURS: 260 South Pearl Street, Albany, NY 12202/35 Hours

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

This position is responsible for independently performing varied accounting, reviewing, and related tasks. Work may require a good understanding of specific office rules, policies, and procedures. Employees generally follow a prescribed routine and, in most cases, receive only infrequent general instructions. Supervision may be exercised over the work of one or more clerical employees.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least an Associate's Degree in Business, Accounting or a closely related field and one (1) year of paid experience in the maintenance of financial accounts and records; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience in the maintenance of financial accounts and records.

Please submit a resume and copies of certifications with this application.

POINT OF CONTACT FOR INQUIRIES:

amna.siddiqui@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.

