



Our Future Starts
With *you!*

POSITION: Account Clerk I (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$45,594

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

BENEFITS:

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

DESCRIPTION:

This position is responsible for 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 an accredited college with at least 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 paid experience in maintaining financial accounts and records.

Please submit a resume 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.

