



Our Future Starts
With *you!*

POSITION: Account Clerk II (HELPS)

DEPARTMENT: Albany County Department of Children, Youth and Families

SALARY: \$55,166

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

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

DESCRIPTION:

This is difficult and complex clerical work involving responsibility for independently performing varied account keeping, reviewing and related tasks. The work may require a good understanding of specific law, office rules, procedures and policies. Employees generally follow a prescribed routine and in most cases receive only infrequent general instructions. Unusual problems or situations, not previously encountered, are usually referred to supervisors before action is taken. Supervision may be exercised over the work of one or more clerical employees. Does related work as required.

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.

SPECIAL REQUIREMENT: *At time of appointment and throughout employment:*

- Possession of a valid New York State driver's license.
- 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).

Please submit a resume and cover letter with this application.

POINT OF CONTACT FOR INQUIRIES:

dcyfjobs@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.

