

Sullivan County Sheriff's Office is seeking to fill the following 90-day **temporary** position

SENIOR ACCOUNT CLERK-TYPIST (TEMPORARY)

This is important clerical work involving responsibility for independently performing difficult and varied account keeping, auditing, statistical, payroll, or other procedures requiring the use of mathematical calculations. Incumbents will perform a variety of account keeping clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations. Typing will also be a significant responsibility in this position. The work requires an understanding of office rules, procedures, and policies. Work is performed under general supervision in accordance with a prescribed routine but with little day to day instruction. Unusual problems or situations not previously encountered are usually referred to supervisors before action is taken. Supervision may be exercised over the work of assigned clerical or account clerical staff.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Business Administration, Accounting or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the compilation and maintenance of financial accounts and reports and typing; or
- (C) Three (3) years of experience as described in (B) above.

Note: *Successful completion of coursework in business administration, accounting, or a related field at a college or university, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience, for a maximum twelve (12) semester credit hours.*

Salary: \$22.87 Hourly

TO APPLY FOR THIS POSITION visit: <https://sullivan-portal.mycivilservice.com/jobopps>

NOTE: This is a temporary position

EEO/AA Employer M/F/D/V