

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

109 N. Main Street
Oneida, NY 13421
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315-363-2022

NOTICE OF OPEN POSITION

Account Clerk (Part-Time)

This position is an untested position in the non-competitive class paid at \$21.59 per hour that may be responsible for any of the following:

DISTINGUISHING FEATURES OF THE CLASS:

The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing customer accounts and records. Work is performed under general supervision; assignments given in accordance with well-defined procedures. Supervisor is available for consultation on unusual problems and provides instruction on all new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedure;
- Assists in maintaining labor, material, and operational cost records;
- Works with various employees involved in the preparation of data for computer process;
- Prepares correspondence, documents, records, and other written material in draft form;
- Posts figures to appropriate accounts in hard copy or electronically and verifies data entered;
- Issues receipts for monies received;
- Contacts by phone and correspondence department personnel, vendors, etc., to obtain additional information;
- Prepares routine correspondence on matters where policies and procedures are well-defined;
- Answers telephone and acts as a receptionist giving out routine information and directions;

- Uses computer, calculator, typewriter, and other office machines for various operations involving reports, notices, etc.;
- May assist department personnel in reviewing and checking records and reports for accuracy and completeness.

FULL PERFORMANCE, KNOWLEDGES, SKILLS AND ABILITIES:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures, and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school including or supplemented by courses in bookkeeping;
OR
2. Graduation from high school and two years of maintaining financial accounts and records;
OR
3. An equivalent combination of training and experience.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov