



Steven M. Neuhaus  
County Executive

## **ANTICIPATED VACANCY ANNOUNCEMENT**

### **SENIOR ACCOUNT CLERK, PART TIME, GRADE 07 ORANGE COUNTY YOUTH BUREAU**

Applications are now being accepted to fill part-time position of Senior Account Clerk at the Orange County Youth Bureau. This is clerical work involving responsibility for performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of Account Clerk by virtue of the complexity of the work being performed and increased level of responsibilities. Unusual problems or situations are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

#### **Duties Include, but are not limited to:**

Classifies a variety of receipts and/or expenditures, and distributes items according to a prescribed procedure;  
Prepares routine correspondence on matters where policies and procedures are well defined;  
Prepares purchase requisitions and checks for accuracy and completeness;  
Operates various computerized systems/programs and applications such as spreadsheets, word-processing, calendar, email or other department related database in performing work assignments;  
May participate in preparing department payrolls involving verifications and computations;  
May prepare, process, and track contracts with service providers, rental agreements, etc. as needed.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of high school equivalency diploma and (2) years of clerical experience involving the maintenance or auditing of financial accounts or records.

**SALARY:** County Employees - As per CSEA contract for Grade 07  
New Hires - Grade 07, Step 02: \$24.9319 per hour

**HOURS:** 19 hours per week

**Civil Service Examination is not a requirement for appointment.**

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

#### **SEND APPLICATION and THREE (3) REFERENCES TO:**

Orange County Youth Bureau  
ATTN: Rachel Wilson  
40 Matthews Street, Suite 301C  
Goshen, New York 10924  
Or via email: [RWilson@orangecountygov.com](mailto:RWilson@orangecountygov.com)

#### **Open announcement until position is filled**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.  
Or download directly here: [Application for Employment Application](#)

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