



Senior Account Clerk

The Position

The Schenectady County Public Library is currently recruiting for a part-time **Senior Account Clerk**. This position involves moderately difficult clerical responsibility for maintaining varied financial accounts and records through the application of standardized account keeping practices. The work requires a general understanding of modern methods of keeping and reviewing financial accounts and records, office terminology, procedures and equipment.

PLEASE NOTE: This position is part of the NYS HELPS Program and a NYS Civil Service Examination will not be required. Candidates can be eligible for consideration by meeting the minimum qualifications

Qualifications

Candidates must possess the following minimum qualifications to be considered:

- (A) Graduation from high school or possession of a high school equivalency diploma and two years' experience maintaining financial accounts and records; OR
- (B) Three years of experience as outlined in (A) above.

Salary

The hourly salary range for this position is \$25.09-\$29.53 (Grade 9)

How to Apply

Apply online at mycivilservice.schenectadycounty.com.



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:
www.SchenectadyCountyNY.gov



Schenectady County Human Resources

620 State Street, 2nd Floor, Schenectady, NY 12305

(518) 388 - 4233 • www.SchenectadyCountyNY.gov