

FULTON COUNTY PROBATION DEPARTMENT
ANNOUNCES THE FOLLOWING:

ACCOUNT CLERK/TYPIST (HELP PROGRAM)

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

**This is a non-competitive position.
No civil service examination required for appointment.**

This is a permanent vacancy in the Fulton County Probation Department.

2025 Salary Range: \$21.54

Typical Work Activities:

Manipulates an alphanumeric keyboard to produce correspondence, documents, records, reports and other written material;
Reviews a variety of documents such as claim forms, vouchers, bills, purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
Verifies all calculations and codes on documents;
Posts figures to appropriate accounts either manually or through a computer, verifying all data entered;
Reconciles all entries, both debits and credits;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
May compile payroll data, prepares and checks payrolls;
Produces data needed for State and Federal reimbursement claims;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters and memoranda;
Receives cash payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balances to appropriate account ledgers;
May make bank deposits;
Contacts clients, vendors, etc. to obtain additional information;
Provides routine information orally or in writing in response to inquiries or financial records;
Files and maintains all records related to processing of payrolls, invoices, vouchers, bills and correspondence;
Receives, balances and audits simple payroll time records;
Processes data either for computer or other records;
Makes computations as necessary;
Operates calculator, personal computer and other related office equipment;
Answers telephone, takes messages, provides information or makes appropriate referrals to staff members.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Completion of 30 credit hours at a New York State registered or regionally accredited college or university which must have included a minimum of six credit hours in accounting or bookkeeping and a course in typing, keyboarding or word processing; or
- (B) One year of experience maintaining financial accounts and records which shall have involved typing; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If qualifying by (A) or (C) above, a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.