

NOTICE OF UPCOMING JOB VACANCY

TITLE: Junior Account Clerk

DEPARTMENT: Police Clerical

NUMBER OF VACANCIES: One (1) Temporary

PAY RANGE: Grade 3 \$15.0453-\$21.6380 per hour

ELIGIBILITY: All City Employees and outside applicants who meet minimum qualifications

RESIDENCY: Must live in the City of Niagara Falls, NY within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS: This is entrance level routine clerical work involving general office and collection duties (including performing as a Cashier as needed) and the compilation and maintenance of various records, including accounts payable records and employees' time-keeping records. General or direct supervision is received from an assigned superior. The employee in this class assists a superior in the performance of assigned duties; and the work is reviewed by immediate observation by checking of completed work and by periodic or spot checks. The Junior Account Clerk performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, methods and procedures; working knowledge of computer data entry and word processing; good knowledge of business arithmetic and English; ability to compile data and to prepare simple routine financial and statistical records; ability to keyboard at a rate of 25 words per minute; ability to understand and follow oral and written instructions; ability to get along well with others; clerical aptitude; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of general clerical experience.

Note: Additional appropriate education beyond high school may be substituted for experience on a year-for-year basis: Additional appropriate experience beyond one year may be substituted for high school graduation on a year-for-year basis.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS: May 11, 2022-May 25, 2022