

PROMOTIONAL OPPORTUNITY FOR CURRENT EMPLOYEES OF THE SHERIFF'S OFFICE ONLY

PRINCIPAL ACCOUNT CLERK – SHERIFF'S OFFICE

SALARY RANGE: \$25.91 – \$33.71/HOUR

MUST MEET MINIMUM QUALIFICATIONS - Candidates must be currently permanent in the title(s) of Senior Account Clerk or Senior Account Clerk-Typist within the Office of the Sheriff and held such qualifying title(s) for two (2) years at the time of application **and** appointment.

The Chautauqua County Office of the Sheriff is seeking applications for the position of Principal Account Clerk. This is important account-keeping work involving responsibility for planning and managing complex account-keeping, auditing and clerical activities and independently performing the more responsible and complex functions. The work is performed under general supervision in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for a decision, or review of judgment if recommendations are made. Regular contacts with persons in other departments and occasional contacts with persons outside of the organization are required to obtain or furnish important information. Supervision is exercised over a small staff, unless the incumbent is the lone account keeper for the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, assigns and reviews the maintenance and auditing of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
- Revises and develops improved work procedures and methods and installs those approved by superior;
- Handles complaints, suggests solutions to problems and conducts correspondence;
- Assists superiors in the preparation of budget information, collection of data, compilation of statistics and solution of personnel problems;
- Maintains complex activity control records, schedules workloads and flow and coordinates the work with that of other units;
- Supervises the maintenance of the bank ledger and the daily entries of bank deposits and disbursements;
- Compiles, prepares and analyzes complex labor material and operational cost records and reports;
- Supervises and reviews the checking of complex account-keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Compiles data for budget, recommends budget estimates and assists in maintaining budget control;
- Prepares tentative budget, payrolls, purchase orders and other business records;
- Keeps records of receipts and expenditures and bonded indebtedness;
- Prepares financial and statistical reports;
- Operates computing, calculating, check writing and other office machines;
- Classifies a complex variety of receipts and expenditures and distributes costs according to a prescribed code;
- Compiles, prepares and analyzes a variety of complex financial and statistical records and reports;
- May coordinate purchasing process for supplies and equipment by obtaining quotes, preparing purchase orders, managing inventory and auditing invoices.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |