

## **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 or 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**