

**PLEASE POST**

October 31, 2024

**ACCOUNT CLERK/TYPIST**  
**Facilities Office**  
**Twelve-Month – Full Time**

**Salary \$41,300.00 to \$44,500.00 annually (pro-rated) commensurate with experience.**

**Must follow Ulster County Civil Service eligibility and hiring requirements for appointment to this position.**

The work involves responsibility for the performance of routine clerical tasks. The work is carried out in accordance with established procedures and involves mid-level office duties which provide support to the function of a high-paced Facilities office. The class differs from that of Clerk in that Clerk does not perform significant typing duties. Work is performed under the direct supervision of the Director of Facilities and Operations. Detailed instructions are given for new or difficult assignments. Work is checked by observation and periodic review. Supervision over the work of others is not normally a responsibility of the class. Does related work as required.

The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Supports Director of Facilities and Operations as needed;
- Ability to organize, multi-task and prioritize with limited supervision;
- Maintain strict confidentiality;
- Interact with complex databases and time sensitive materials;
- Proficient in Google Suite, Microsoft Excel, and Microsoft Word;
- Ability to manage high pressure situations while maintaining a calm and professional demeanor;
- Acts as receptionist, directing callers to the proper person or office and provides routine information;
- Answers telephone, takes messages and makes appointments;
- Sorts and files correspondence, voucher and similar materials;
- Maintains records and prepares simple reports;
- Makes and checks routine arithmetic computations;
- Assists in taking inventories and may maintain inventory records;
- Generates and reconciles purchase orders and invoices;
- Any other duties as assigned.

**SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to exercise good judgment in communicating with others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Either:

- A. Successful completion of one (1) year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by at least one course in accounting or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time equivalent, in the compilation and maintenance of financial accounts and records; OR
- C. Two (2) years of full-time paid experience, or its part-time equivalent, as described in B above; OR
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Interested applicants should contact Human Resources immediately to schedule an interview (845) 256-4010 or email [mottavan@newpaltz.k12.ny.us](mailto:mottavan@newpaltz.k12.ny.us). \*\*Please note, applicants must also submit an Application (located on our website at: [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us) under Our District/Job Opportunities tab) to the attention of Human Resources, 196 Main Street, New Paltz, NY 12561, in order to be considered.

**APPLICATION DEADLINE: UNTIL FILLED**

**We welcome applications from those who contribute to our diversity. AA/EOE**