

Southern Cayuga Central School

JOB POSTING

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

TITLE:

Account Clerk Typist (Provisional)

JOB DESCRIPTION:

<https://www.cayugacounty.us/DocumentCenter/View/7983/Account-Clerk-Typist>

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of an equivalency diploma including or supplemented by courses in Bookkeeping and Keyboarding (Typing); OR

(B) Graduation from high school or possession of an equivalency diploma and three months of experience in Bookkeeping and Keyboarding (Typing); OR

(C) Any equivalent combination as set by the limits of (A) and (B) above.

SALARY:

\$33,000-\$40,000/yr. 40 hrs/wk.

APPLICATION DEADLINE:

4/30/2021 @ 5:00PM.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>