

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Department of Public Works

POSITION TITLE: Principal Account Clerk Typist

SALARY RANGE: \$49,086 - \$64,463

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level in the Accounting Support series and is responsible for performing all types of administrative and accounting related tasks, including complex and original material development. Responsibilities may include developing original reports; tracking and monitoring an assigned budget and determining current department situation; providing work direction to staff; preparing departmental payroll data; collecting and processing accounts receivable transactions; auditing and reviewing data entry by researching discrepancies; training staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Accounting or Business Administration and two (2) years of accounting or bookkeeping experience; or

(B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of accounting or bookkeeping experience.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 5/31/2025

Email civilservice@watertown-ny.gov for a complete job description.