



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **SENIOR ACCOUNT CLERK**
(Provisional * Appointment)

SALARY: **\$22.51/HR.**
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Transportation, Lewis.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday).

JOB SUMMARY The work involves responsibility for performing moderately difficult clerical and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher-ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or
- (b) Five years experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: March 8th, 2024

Application Deadline: March 18th, 2024

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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