

Essex County Announces

Vacancy for a PART-TIME ACCOUNT CLERK

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact:
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street-P.O. Box 217
Elizabethtown, NY 12932 Tel: (518) 873-3360
www.co.essex.ny.us/jobs.asp

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VACANCY: Essex County Mental Health Department

SALARY: \$17.77/Hr.

****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

****POSITION WILL BE 21 HOURS PER WEEK****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of paid experience in maintaining financial accounts and records; or
- (b) Three years of paid 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.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
MARCH 28TH, 2022**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

03/17/2022