

Essex County Announces

A vacancy for a Principal 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, New York 12932 Tel: 873-3360
<https://www.co.essex.ny.us/jobs.asp>

VACANCY: Essex County Treasurer's Office

SALARY: \$22.62/HR.

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

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures but calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment where recommendations are initiated. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a)** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration or Economics and three years of experience in maintaining financial accounts and records; or
- (b)** Graduation from high school or possession of a high school equivalency diploma and five years of experience in maintaining financial account and records; or
- (c)** An equivalent combination of training and experience as defined by the limits of (a) and (b).

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
FEBRUARY 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 DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION.

02/17/2022