

**St. Lawrence County Government
Position Advertisement Form**

St. Lawrence County Department of Social Services is in search of:

Account Clerk

Base Salary: \$40,905 with excellent benefits

Duties of the Position: This is clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account clerks by virtue of the limited complexity of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service exam and score within the top three interested candidates in order to be permanently appointed.

Applications received until the position is filled. Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website,
<https://stlaw-portal.mycivilservice.com> or by contacting Human Resources (315)379-2210.

AA/EEO

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