St. Lawrence County Government
Position Advertisement Form

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

Account Clerk

Base Salary: $42,132 with excellent benefits

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of $2,000 for single coverage or $4,000 for family.

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: EITHER:

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 position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until the position is filled.
You can apply online at https://stlaw-portal.mycivilservice.com.
Applications can also be obtained from the St. Lawrence County's website,
https://stlawco.gov/Departments/HumanResources or by contacting Human Resources
(315)379-2210.
Send application to:
St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
EEO

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