

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

PRINCIPAL ACCOUNT CLERK

**EXAMINATION NO: 61497
EXAM DATE: DECEMBER 10, 2016**

The work involves responsibility for planning, assigning and supervising major account keeping activities and independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff.

Minimum Qualifications:

- A.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business or a closely related field and two (2) years of experience maintaining financial accounts and records; or
- B.) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping and two (2) years of experience maintaining financial accounts and records; or
- C.) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience maintaining financial accounts and records; or
- D.) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

Proof of minimum qualifications are required at time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than November 4, 2016