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

## SENIOR ACCOUNT CLERK

**EXAMINATION NO: 61501**
**EXAM DATE: DECEMBER 10, 2016**

This is a highly clerical and account keeping position involving responsibility for the frequent exercise of independent judgment in planning and managing complex activities. The work involves the maintenance of various accounts and financial records, the preparation of related reports and assisting in preparing annual budgets. Additionally, the incumbent produces financial records and statistical reports. The work is performed under general direction of a higher-ranking departmental employee and on occasion and when assigned, acts for and in place of the departmental head. Supervision may be exercised over clerical staff.

**Minimum Qualifications:** Graduation from high school or possession of an equivalency diploma and four (4) years of experience in maintaining financial records and accounts, at least two (2) years of which shall have involved the operation of a computer in performing the work.

**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**