

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

ACCOUNT CLERK/COMPUTER SUPPORT AIDE

There is an immediate opening for an Account Clerk/Computer Support Aide position at the Hamilton County Treasurer's office located in Lake Pleasant. Starting salary is \$28,123. This is a full-time position with an excellent benefits package.

This is routine 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 observation, cross checks, by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk by virtue of the limited complexity of the account clerk portion of the job and lack of supervisory responsibility. In addition, the incumbent is responsible for operation of a computer and related peripheral equipment, trouble shooting computer problems, and setting up workable programs for routine reports using existing computer programs. Incumbent does related work as required.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a New York State registered college or regionally accredited college or university with an Associate's degree with a minimum of six credit hours in accounting or bookkeeping and six credit hours in computer science or closely related coursework; OR

(B) One year of full-time paid experience maintaining financial accounts/records and one year of full-time paid experience in the operation of a computer; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Proof of minimum qualifications are required at the time of application.

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

Applications must be received no later than August 16, 2019