

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

ACCOUNT CLERK

**EXAMINATION NO: 2021-2
EXAM DATE: JUNE 12, 2021**

There is an **immediate opening** for an Account Clerk position in the Hamilton County District Attorney's office located in Indian Lake. Starting salary is \$26,118. This is a full-time position with an excellent benefits package.

This is routine clerical work involving performance or standard account-keeping practices in maintaining and checking 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, cross checks, by the immediate supervisor or by other steps in the account-keeping process. Account Clerks operate computers, related peripheral equipment and a variety of office machines.

Minimum Qualifications:

- a) Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience; or
- b) Graduation from high school or possession of an equivalency diploma and completion of a course in accounting or bookkeeping and six (6) months clerical experience; or
- c) Two (2) years clerical experience, which must have included at least six (6) months experience in financial record keeping.

NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year-for-year basis.

Proof of minimum qualifications 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 May 21, 2021