

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

ACCOUNT CLERK

**EXAMINATION NO: 2022-1
EXAM DATE: JUNE 4, 2022**

There is an **immediate opening** for an Account Clerk position at the Hamilton County Treasurer's Office located in Lake Pleasant. Starting salary is \$28,770 - \$31,773. 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 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. This position differs from Senior Account Clerk by virtue of the limited complexity of the work and lack of supervisory responsibility. Operates computers, related peripheral equipment and a variety of office machines. Incumbent does related work as required.

Candidate for the position will be chosen from the eligible list established from the examination administered on June 4, 2022.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma and one year 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 months clerical experience; OR
- (C) Two years clerical experience, which must have included at least six months experience in financial record keeping.

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

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 May 13, 2022