

The Following Position is vacant in the Probation Department:

Account Clerk/Database

This position involves the performance of entry level account clerical, auditing, and bookkeeping functions, with additional responsibility for frequently performing alpha and numeric data entry functions using a standard keyboard and personal computer. An employee in this class works under general supervision on standard assignments. Procedures are typically established in detail and administrative guidance is available for determining how to handle a difficult or unusual task, or to provide instructions regarding assignments.

Minimum Qualifications: There are no academic or experience qualifications for this title. To be eligible for appointment, candidates must demonstrate entry level account clerical/auditing aptitude and competence by successfully participating in an entry level account clerical/auditing examination. Applicants must also qualify on a data entry skills performance test.

Salary: New Hire: \$25,578.00

County Employee after 2 Years: Entry: \$26,968.00; Full \$28,387.00

To apply for this position, send your \$10.00 Exam Fee, application and resume to: Sullivan County Personnel Dept., 100 North Street, PO Box 5012, Monticello, NY 12701; **or**

Apply online: www.sullivanny.us (from the Find Jobs Tab, select Continuous Recruitment, then select Apply for the 23000 Entrance Level Account Clerical and Auditing Position).

EEO/AA Employer

M/F/D/V