

The **Sullivan County Department of Social Services** is seeking to fill the following positions:

PRINCIPAL ACCOUNT CLERK

This is highly important account keeping work involving responsibility for the frequent exercise of independent judgment in planning and managing complex account keeping, checking, coding and clerical activities and independently performing the more responsible and complex functions. The work is performed under general supervision and in accordance with outlined objectives, policies and detailed procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment and recommendations are made. Supervision may be exercised over the work of assigned clerical or account clerical staff.

PROMOTIONAL ONLY (SULLIVAN COUNTY EMPLOYEES)

The candidate must have thirty-six (36) months of current (or immediately preceding a provisional appointment) permanent competitive class status as an Account Clerk or twenty-four (24) months as a Senior Account Clerk in a municipality whose civil service transactions are monitored through the Sullivan County Personnel Department.

NOTE:

(1) You must provide complete dates of employment (month/year), numbers of hours worked per week and a detailed description of your qualifying experience as indicated above.

(2) Only paid full-time or part-time equivalent will be considered.

SALARY: As Per CBA

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until the position is filled.

EEO/AA Employer

M/F/D/V