The **Sullivan County Department of Family Services** is seeking to fill the following position:

ACCOUNT CLERK

This position involves the performance of entry level account clerical, auditing, and bookkeeping functions. 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.

SPECIAL REQUIREMENTS: Appointments to certain departments may require candidate to possess a valid driver's license and/or ability to lift and carry forty (40) pounds.

SALARY: Entry: $40,264.00; **Full:** $42,383.00

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V