

The Following Position is vacant in the Department of Family Services:

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. 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.

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: New Hire: \$32,177.00; Full \$33,871.00

County Employee after 2 Years: Entry: \$35,752.00; Full \$37,634.00

Please apply online: www.sullivanyny.us (from the "Find Jobs" Tab, select Continuous Recruitment, then select "Apply" for the 23000 Entrance Level Clerical and Auditing Position – please note there is a \$10.00 fee).

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V