

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

SENIOR ACCOUNT CLERK – DATABASE

This is important clerical work involving responsibility for independently performing difficult and varied account keeping, auditing, statistical, payroll or other procedures requiring the use of mathematical calculations including responsibility for maintaining computerized databases utilizing word processing, spreadsheet and other software programs. Incumbents will perform a variety of account keeping clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations. The work requires an understanding of office rules, procedures, and policies. Work is performed under general supervision in accordance with a prescribed routine but with little day to day instruction. Unusual problems or situations not previously encountered are usually referred to supervisors before action is taken. Incumbent may serve as a lead worker to assist other clerical and account clerical staff with their work assignments.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree or higher in Business Administration, Accounting or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the compilation and maintenance of financial accounts and reports which shall have involved the operation of a computer for database or spreadsheet applications; or
- (C) Three (3) years of experience as described in (B) above.

NOTE: Successful completion of coursework in business administration, accounting or a related field at a college or university, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience, for a maximum twelve (12) semester credit hours.

SALARY: Entry: \$36,415.00; Full: \$38,332.00

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

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

Applications accepted until position is filled.

EEO/AA Employer M/F/V/H

For Promotional Only (Sullivan County Employees):

Candidates must have twelve (12) months of current (or immediately preceding a provisional appointment) permanent competitive class status as an Account Clerk, Payroll Clerk, or similar position involving substantial duties in compiling and maintaining financial records and reports in a municipality whose civil service transactions are monitored through the Sullivan County Personnel Department. Persons with six (6) months of permanent status in a qualifying position may participate in this examination and will be certified from the eligible list once they have acquired one (1) year of permanent competitive class status in a qualifying position. In providing certifications from the eligible list established from this examination, the Personnel Officer will certify only the names of persons who are employed by a municipality at the time that the municipality requests a certification.