

The **Office of the Sullivan County Clerk** is seeking to fill the following position:

COUNTY CLERK FINANCIAL WORKER

This position involves the supervision and participation in the performance of difficult clerical tasks involving the exercise of independent judgment, a high degree of accuracy in either the County Clerk's Office or the Department of Motor Vehicles. This position will train, evaluate and provide leadership and direction to County Clerk's Worker I and II and other clerical staff assigned to them. This class differs from that of a County Clerk Worker I and II by virtue of the complexity of the work performed and an increased level of supervisory responsibility. Incumbent must have an understanding of specific laws, rules, procedures, and policies relating to the performance of their duties. Work is performed under general direction in accordance with prescribed policies and procedures. This position is supervised by the Junior Accountant.

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 in Business Administration, Computer Science, Accounting, or related field, and a combination of four (4) years of experience in a position providing knowledge of legal instruments and records, or motor vehicle transactions, and maintaining or checking financial records or reports. One year of experience must have involved the supervision of others; or
- (B) Graduation from high school or possession of a high school equivalency diploma, and a combination of six (6) years of clerical experience in a position providing knowledge of legal instruments and records, or motor vehicle transactions, and maintaining or checking financial records or reports. One year of experience must have involved the supervision of others.

NOTE: Completion of appropriate coursework in computer science, business administration, accounting, or a related field, can be substituted for the clerical or financial work experience on the basis of three (3) credits being equivalent to three (3) months of experience, for a maximum of twelve (12) credit hours. However, post-high school coursework may not be substituted for the supervisory experience, or experience in providing knowledge of legal instruments and records, or motor vehicle transactions.

SALARY: **Entry: \$49,898.00; Full: \$52,524.00**

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

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

EEO/AA Employer

M/F/D/V