



## Account Clerks \* County of Sullivan Sullivan County, NY

**Overview:** The County of Sullivan is seeking Account Clerks.

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

Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays and New York State Retirement

**Background Investigation:** Applicant may be required to undergo a State and National criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Apply online at** <https://sullivan-portal.mycivilservice.com/>