

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

ACCOUNT CLERK

There is an immediate opening for an Account Clerk position at the Hamilton County District Attorney's office located in Indian Lake. Starting salary range is \$31,953 - \$34,979. This is a full-time position with an excellent benefits package.

This is routine clerical work involving performance or standard account-keeping practices in maintaining and checking routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, cross checks, by the immediate supervisor or by other steps in the account-keeping process. Account Clerks operate computers, related peripheral equipment and a variety of office machines.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Minimum Qualifications:

- a) Graduation from high school or possession of an equivalency diploma and one (1) year of clerical experience; or
- b) Graduation from high school or possession of an equivalency diploma and completion of a course in accounting or bookkeeping and six (6) months clerical experience; or
- c) Two (2) years clerical experience, which must have included at least six (6) months experience in financial record keeping.

Proof of minimum qualifications required at time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than March 27, 2024.