



ACCOUNT CLERK-TYPIST – PUBLIC HEALTH

Jefferson County Public Health Services is seeking an individual to perform work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts or records; OR

(B) Graduation from high school or possession of a high school equivalency diploma and completion of one year of study in a regionally accredited or New York State Registered college, university, or business school included or supplemented by a minimum of 6 semester credit hours in accounting or bookkeeping.

SPECIAL REQUIREMENT: Candidates will be required to complete a typing performance test of 35 words per minute to be placed on the eligible list for this position.

Salary: \$18.90 - \$ 22.93/hr. with excellent fringe benefits including health, vision and dental insurance, Flex Spending Account, NYS Retirement, Deferred Compensation, paid vacation and sick leave. Civil Service exam required for permanent appointment. *EOE*



Apply Now!

To apply for this opportunity, please apply for the announced 23-002 Account Clerk-Typist Exam currently posted on our website.

<https://jefferson-portal.mycivilservice.com/>