



Account Clerk **Jefferson County Social Services**

Jefferson County Department of Social Services is seeking an individual to perform work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. **Civil Service exam required for permanent appointment.**

Jefferson County is an Equal Opportunity Employer

Salary Range: \$19.56 - \$23.33 per hour.

Excellent fringe benefits include:

- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- NYS Retirement
- Deferred Compensation
- Paid Vacation
- Sick Leave

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 six (6) semester credit hours in accounting or bookkeeping.



**Applications will be accepted until the position is filled,
first review of applications will be Friday, March 1, 2024.**

Apply online on our Employment Portal:

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

Or send a paper application and resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

