



**Account Clerk-Typist**  
**Jefferson County Department of Purchasing**

Jefferson County Purchasing 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: \$19.90 - \$23.93 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 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.



**Applications will be accepted until the position is filled,  
first review of applications will be Friday, March 29, 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.