

# ACCOUNT CLERK

## Jefferson County Social Services



The Jefferson County Department of Social Services is seeking an Account Clerk to perform work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records.

**Salary Range:** \$19.56 – \$23.33 per hour (2024 rate)

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation

**MINIMUM QUALIFICATIONS:**

**Graduation from high school or possession of a high school equivalency diploma.**

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

**\*Jefferson County is an Equal Opportunity Employer\***

**Civil Service Exam Required for Permanent Appointment.**

To apply for this opportunity, please apply for the following exam currently announced on our employment portal: <https://jefferson-portal.mycivilservice.com/>

**25001-100 ACCOUNT CLERK**



[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

