

Vacancy Announcement

Senior Account Clerk



The Jefferson County Public Health Service is seeking a detail-oriented Senior Account Clerk to perform key financial and record-keeping tasks. If you are an experienced accounting professional, we encourage you to apply!

Minimum Qualifications:

(A) Graduation from a regionally accredited or New York State registered college with an associate's degree in accounting, business administration, or related field and one year of experience in maintaining financial accounts and records; or

(B) Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Salary Range:

\$23.28 - \$28.51 (2026 Rates)

\$24.09 - \$29.51 (2027 Rates)

Benefits:

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

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 announced on our Employment Portal by the last filing date of October 30, 2026:

jefferson-portal.mycivilservice.com

[60054-820 SENIOR ACCOUNT CLERK \(OC\)](http://jefferson-portal.mycivilservice.com)



**APPLY FOR
EXAM HERE!**