

# HERKIMER COUNTY JOB OPENING

**Department:** Public Health

**Title:** Account Clerk  
Permanent Opening, Full Time Position

**Salary:** \$33,324.00 (2024 base pay rate)

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work involving performance of standard account-keeping practices in maintaining and checking financial accounts and records. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, crosschecks or by the immediate supervisor and by other steps in the account-keeping process. This position differs from Senior Account Clerk by virtue of the limited complexity of the work. The incumbent does related work as required.

## 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 a course in accounting or bookkeeping.

## CONTACT

for further information: Christina Cain, Public Health Director  
Herkimer County Department of Public Health  
301 N. Washington Street, Ste. 2300  
Herkimer, NY 13350  
315-867-1176

Please Post for 10 Working Days (6/17/2024 through 6/28/2024)