



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Account Clerk
Finance Department
\$14.222 / hr**

Full benefits package including NYS Retirement

**** Vacancy will be filled using the civil service list for Account Clerk.****

Please scroll down to the Continuous Recruitment Examination section of the link here: <https://seneca-portal.mycivilservice.com/> to apply to participate in the examination, which is held by appointment in the Seneca County Personnel Office.

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either:

Graduation from High School including or supplemented by courses in bookkeeping; OR
Two (2) years of clerical experience which shall include experience in bookkeeping.

**Applications Accepted Continually:
For current vacancy, applications
must be submitted by 1/19/18**

**** The Account Clerk examination is given on a continual basis by appointment in the Personnel Office to approved candidates. All approved applicants are given the opportunity to participate in this examination.****

Issued: January 8, 2018