

# HERKIMER COUNTY

## JOB OPENING

**Department:**     **Public Health**

**Title:**             **Account Clerk – (2 Positions Open)**  
                          *Permanent Opening, Full Time Position*

**Salary:**           **\$35,324.00 (2025 base pay rate)**

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**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.

### **ACCEPTABLE TRAINING AND EXPERIENCE:**

**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 (5/16/2025 through 5/30/2025)