

HERKIMER COUNTY JOB OPENING

Department: Social Services

Title: Account Clerk (HELP Program)
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: Timothy Seymour, Commissioner of Social Services
Herkimer County Department of Social Services
301 N. Washington Street, Ste 2110
Herkimer, NY 13350
315-867-1222

Please Post for 10 Working Days (6/27/2025 through 7/14/2025)