

HERKIMER COUNTY

JOB OPENING

Department: Public Health

Title: Principal Account Clerk
Anticipated Permanent Opening, Full Time Position

Salary: \$40,928.00 (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 highly important account keeping work involving responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions. Work is performed under general direction and in accordance with outlined policies and procedures, but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of a high school equivalency diploma AND five years of progressively responsible experience in maintaining financial accounts and records; or any equivalent combination of training and experience.

CONTACT for further information:

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