

HERKIMER COUNTY JOB OPENING

Department: Treasurer

Title: **Account Clerk Typist**
ANTICIPATED Permanent Position, Full-time Opening

Salary: **\$35,324 (2025 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 class is similar to Account Clerk, but differs in that an Account Clerk-Typist spends a substantial amount of time operating an alphanumeric keyboard such as a typewriter, word processor or personal computer. 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, which involved typing;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and completion of a course in accounting or bookkeeping and typing.

CONTACT:

for further information: Kimberlee Enea, Treasurer
Herkimer County Treasurer's Office
109 Mary Street, Ste. 2419
Herkimer, NY 13350
315-867-1144

Please Post for 10 Working Days (9/17/2025 through 9/30/2025)