



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **DEPT. OF SOCIAL SERVICES ACCOUNT CLERK OR
DEPT. OF SOCIAL SERVICES ACCOUNT CLERK TRAINEE**
(Provisional * Appointment)

SALARY: **\$19.51/HR.-DSS Account Clerk
\$18.48/HR.-DSS Account Clerk Trainee**
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Social Services, Elizabethtown.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

JOB SUMMARY: DSS ACCOUNT CLERK: The work involves responsibility for performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records within the Accounting Department of Social Services. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: DSS ACCOUNT CLERK: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of paid experience in maintaining financial accounts and records; or
- (b) Three years of paid experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: *Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.*

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

JOB SUMMARY: DSS ACCOUNT CLERK TRAINEE: This is a trainee position. Appointment following examination for a one-year term during which time incumbents learn the basics of various phases of account keeping practices within the Accounting Department of Social Services. The work involves responsibility for learning and performing clerical duties and utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records within the Department of Social Services. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: DSS ACCOUNT CLERK TRAINEE: Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience.

Note: *Upon successful completion of a one-year term as a Social Services Account Clerk Trainee incumbents will be advanced to Social Services Account Clerk without further testing.*

NOTE: *Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.*

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: May 4th, 2023

Application Deadline: May 18th, 2023

*The term *provisional* means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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