

WARREN COUNTY
NOTICE OF VACANCY

SENIOR ACCOUNT CLERK

The Warren County Treasurer is seeking candidates for the position of Senior Account Clerk. This is a full time position, with benefits. Starting salary - \$32,749.

The Senior Account Clerk in the Warren County Treasurer's Office is responsible for processing property tax payments, tax searches, daily receipts, on-line banking, bank deposits, account reconciliations, as well as other assigned functions. This position requires interaction with the public.

MINIMUM QUALIFICATIONS: Either:

- 1) Graduation from high school or possession of a high school equivalency diploma and two years of experience in maintaining financial accounts and records; or
- 2) Four years of experience in a clerical position involving the maintenance of financial accounts and records; or
- 3) An equivalent combination of training and experience as defined by the limits of 1) and 2) above.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidates must meet civil service requirements for appointment following establishment of eligible list.

RESIDENCY: Must be resident of Warren County or a contiguous County at time of appointment.

Interested candidates may submit an Application and Resume by June 20, 2018 to:

Robert V. Lynch II
Deputy County Treasurer
1340 State Route 9
Lake George, New York 12845

Warren County is an Equal Opportunity Employer.