

WARREN COUNTY
NOTICE OF VACANCY

ACCOUNT CLERK – PART TIME

The Warren County Treasurer is seeking candidates for the position of Account Clerk. This is a part time position, with no benefits. Salary: \$14.10/hour for 19 hours a week.

The 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 and strong computer skills.

MINIMUM QUALIFICATIONS: Either:

- 1) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience in maintaining financial accounts and records; or
- 2) Two years of clerical experience as described in (1) above; or
- 3) An equivalent combination of training and experience as defined by the limits of 1) and 2) above.

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

Interested candidates may submit an Application and Resume by January 18, 2019 to:

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

Warren County is an Equal Opportunity Employer.