

**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 - \$33,600.

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 January 26, 2019 to:**

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

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Warren County is an Equal Opportunity Employer.