



## OSWEGO COUNTY SENIOR ACCOUNT CLERK

Oswego County has an immediate openings for Senior Account Clerks in the Social Services Department and Sheriff's Office. This is moderately difficult clerical work involving independent performance and supervision of financial accounts and record keeping, including keyboarding. The work may require decision making as to methods to be used and classification of records and accounts.

**Qualifications:** Completion of 60 semester credit hours which must have included at least 6 credit hours in accounting, math, or closely related field; **OR** Graduation from high school or possession of an equivalency diploma and two (2) years of experience maintaining financial accounts or records by posting figures to appropriate accounts, reconciling debits and credits, processing payroll, processing vouchers or bills, or verifying calculations; **OR** Three (3) years of experience as described in above. **NOTE:** An associate's degree or higher in accounting will qualify.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

**Pay Rate:** \$21.58 per hour (Sheriff's Office)/ \$20.78 per hour (DSS) plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until the positions are filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

AA/EEO EMPLOYER