

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE  
IS NOW ACCEPTING APPLICATIONS FOR:**

**PRINCIPAL ACCOUNT CLERK**

There is an immediate opening in the Department of Social Services for a Principal Account Clerk. The starting salary is \$44,959 - \$47,985 annually. This is a 35-hour work week position. You must also apply for the Principal Account Clerk examination being held on 1/18/25.

**Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.**

The work involves responsibility for planning, assigning and supervising major account keeping activities and independently performing difficult and responsible account keeping functions. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgement in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff.

**Minimum Qualifications:**

- A.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or greater, in accounting, business or a closely related field and two (2) years of experience maintaining financial accounts and records; or
- B.) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university which must have included at least twelve (12) credit hours in accounting or bookkeeping and two (2) years of experience maintaining financial accounts and records; or
- C.) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience maintaining financial accounts and records; or
- D.) An equivalent combination of training and experience as defined by the limits of A.), B.) and C.) above.

**Proof of minimum qualifications are required at time of application.**

Download an application at: <https://www.hamiltoncounty.com/personnel>.

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(518) 548-6375 / [personnel@hamiltoncountyny.gov](mailto:personnel@hamiltoncountyny.gov)

**APPLICATIONS ACCEPTED UNTIL POSITIONS FILLED**