

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

PRINCIPAL ACCOUNT CLERK (Solid Waste Department)

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

Madison County seeks a full-time Principal Account Clerk in the Department of Solid Waste Management, responsible for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. The work is carried out in accordance with outlined policies and procedures, with leeway allowed for the exercise of independent judgment. Work is performed under general supervision of the Director of Solid Waste Management. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or University with a Bachelor's Degree, or higher, in Accounting; or
- (B) Graduation from a high school or possession of a high school equivalency diploma and four years of full-time paid, or its part-time equivalent, progressively responsible experience in maintaining financial accounts and records; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid, or its part-time equivalent, cashier or clerical experience.

*****THIS IS A TESTED CIVIL SERVICE POSITION*****

2022 Hire Rate: \$23.01/hour (37.5 hours/week).

Application Deadline: 7/5/22

EOE