

PLEASE POST CONSPICUOUSLY

***** WANTED *****

APPLICANTS FOR VACANT POSITION

TITLE: ACCOUNT CLERK – 17 HOURS/WEEK, COMPETITIVE CLASS

LOCATION: CITY OF CORTLAND DEPARTMENT OF PUBLIC WORKS

SALARY: \$15.40/hr. (Salary above base may be available to current County employees only).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience maintaining financial accounts and records.

NOTE:

Successful completion of coursework in accounting, business administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience, with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

APPROVED APPLICATIONS WILL BE FORWARDED TO THE CITY DPW UNTIL THE POSITION IS FILLED.

**SUBMIT APPLICATIONS TO:
CORTLAND COUNTY PERSONNEL/CS
60 CENTRAL AVENUE
CORTLAND, NY 13045-2746
(607) 753-5076**

EOE/MF
ISSUED: 5/22/19