

Order Number:

NY1548505

Date Job Order Received:

10/27/2025

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Senior Account Clerk

Minimum Experience Required:

2 Years

Job Description:

It is anticipated that Lewis County will have the following vacancy available: DATE: October 27, 2025 CLOSING: November 5, 2025 POSITION: Senior Account Clerk, Full-Time Department of Social Services POSTING NUMBER: 2025-045 SALARY RANGE: \$22.38- \$26.64/hr MINIMUM QUALIFICATIONS: Either: A) Graduation from a regionally accredited or New York State registered college or university with an associates degree in accounting, business management, or business administration; or B) Graduation from high school and two years of 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. NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements. This position will be filled in accordance with Civil Service Rules and Regulations. Applications and further information may be obtained from the Civil Service/Human Resources Office or online at lewiscountyny.org, follow the employment link.

Job Location:

Lowville, New York 13367

Pay:

\$22.38 - \$26.64 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

Hours per Week:

37

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Smith, Caitlyn (315) 377-2049

Web-site: <https://www.governmentjobs.com/careers/lewiscountylewiscountycl>