



## **IMMEDIATE OPPORTUNITY**

### **Senior Account Clerk Orange County Sheriff's Office**

Applications are now being accepted by the Orange County Sheriff's Office to fill a full-time Senior Account Clerk vacancy. The nature of the appointment is provisional pending outcome of Civil Service exam. Civil Service Exam is required for permanent appointment (exam date to be announced at a later date).

This is clerical work involving responsibility for performing a variety of tasks in connection with account-keeping and the financial accounting process. The work may require a general understanding of specific law, office rules, procedures and policies. This class differs from that of Account Clerk by virtue of the complexity of the work being performed and increased level of responsibilities. Unusual problems or situations are referred to supervisors before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of high school equivalency diploma and (2) years of clerical experience involving the maintenance or auditing of financial accounts or records.

**Starting Salary:** Grade 07, Step 02: \$23.9730/hour; \$49,863.84 annually (40-hour work week); County Employees - As per CSEA contract for Grade 07

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT.

**Civil Service Examination is a requirement for permanent appointment.  
Examination to be announced at a later date.**

#### **SEND APPLICATION BY APRIL 18, 2025, TO:**

Trina Piccolo, Confidential Secretary to the Sheriff  
110 Wells Farm Road  
Goshen, NY 10924  
Phone: (845) 291-7900  
Or Email [ppiccolo@orangecountygov.com](mailto:ppiccolo@orangecountygov.com)

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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