



THE CITY OF OGDENSBURG ACCOUNT CLERK

The City of Ogdensburg is currently accepting applications for a clerical position involving performance of standard account-keeping practices in maintaining and checking financial accounts and records.

This is a provisional appointment. The successful applicant will need to take a civil service exam and score within the top three interested candidates in order to be permanently appointed.

The starting salary is \$41,151.00.

Minimum qualifications are either:

A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and one (1) year of clerical experience which shall have included billing, payroll or bookkeeping/accounting; OR

B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma, including or supplemented by coursework in accounting or bookkeeping.

Interested candidates must complete a Civil Service application (available at City Clerk's Office or on the City website at www.ogdensburg.org).

Please return completed applications to:

Cathy Jock, City Clerk
330 Ford Street,
Ogdensburg, New York 13669

Applications will be accepted until the position is filled.

The City of Ogdensburg is an Equal Opportunity Employer.