DATE: November 3, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently promotional and open competitive eligible lists.)

FROM: Michael Iapoce, Commissioner of Social Services
1061 Development Court, Kingston, NY 12401

JOB VACANCY: Principal Account Clerk / Permanent/Provisional / Full-Time / Benefited

LOCATION: Business Resrce Cntr

SALARY: $26.99 / hour (Grade 11)

FILL DATE: November 25, 2026

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for highly complex account clerical duties. The work is carried out with the frequent exercise of independent judgment and involves performing and often planning and supervising complex bookkeeping activities of a major department. Work is performed under the general supervision of a higher-level employee with wide leeway allowed determining the actions required to complete assignments. Supervision is normally exercised over the work of subordinate personnel. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of keeping and checking financial accounts and records; thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of double entry bookkeeping; ability to make arithmetic computations quickly and accurately; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate's, or higher level degree, in Accounting or a related field and one year of full-time paid, or its part-time equivalent, experience in the compilation and maintenance of financial accounts and records; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent, experience as described in A above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPT

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

6010 1361 / DOC# R26-409 APPROVED 11/02/2026