HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Public Works

POSITION TITLE: Senior Account Clerk Typist

SALARY RANGE: $43,882 - $57,406

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

The next exam is currently posted and applications are being accepted. If interested in this opening, please also apply for the civil service exam.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing moderately complex office and accounting related tasks for an assigned department or function. Responsibilities may include developing reports from multiple sources, prioritizing assignments, researching more complex questions and requests; and working with external organizations. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Accounting or Business Administration and 1 year of accounting or bookkeeping experience; or

(B) Graduation from high school or possession of a high school equivalency diploma and 3 years of accounting or bookkeeping experience.

MINIMUM QUALIFICATIONS FOR PROMOTION:

This promotional opportunity is limited to permanent employees of the City of Watertown having continuous, full-time service as a Senior Typist, Secretary or Account Clerk Typist for a period of not less than two (2) years. These requirements must be met on or before the date of the exam.

HOW TO APPLY: Apply through the online portal: https://watertown-portal.mycivilservice.com/jobopps

APPLICATION DEADLINE: 11/23/2026

Email civilservice@watertown-ny.gov for a complete job description.