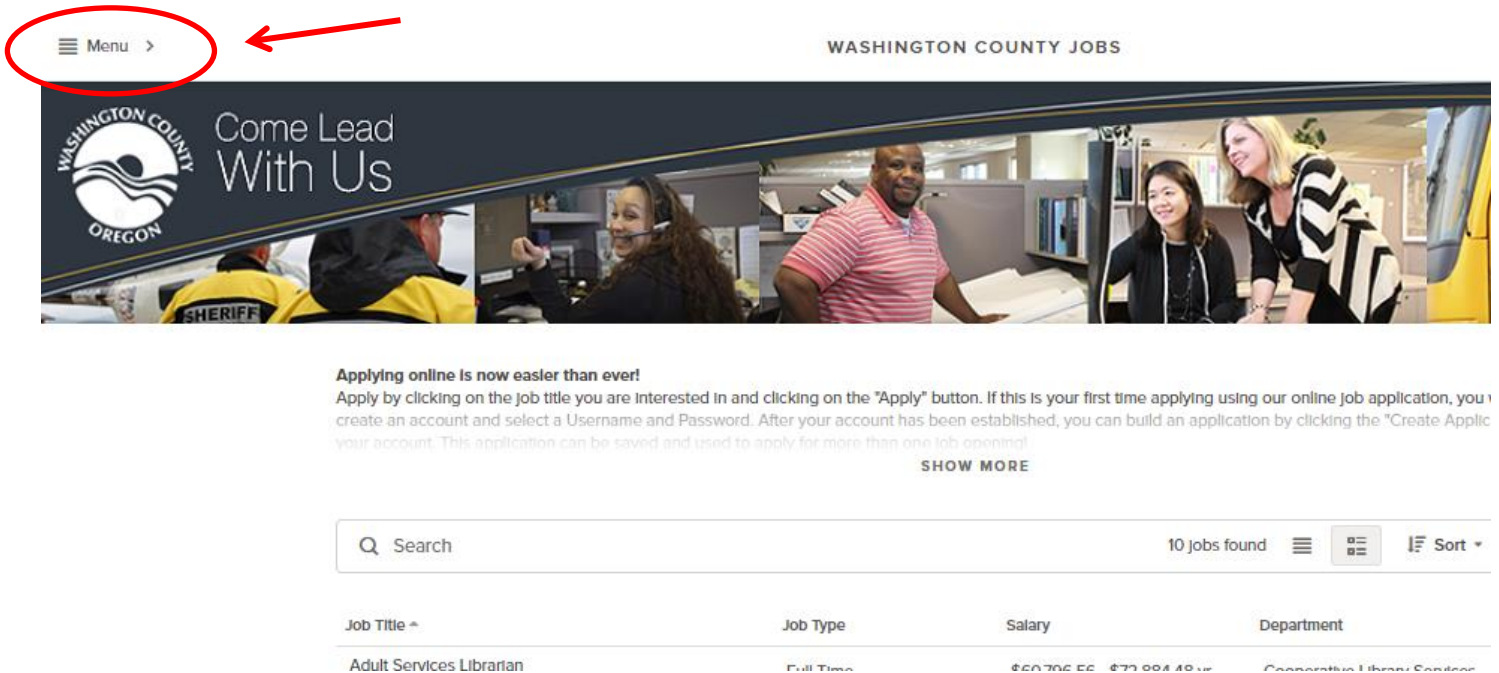


How to Submit a Job Alert

Visit www.washcojobs.org and click on 'Explore open jobs and apply today'

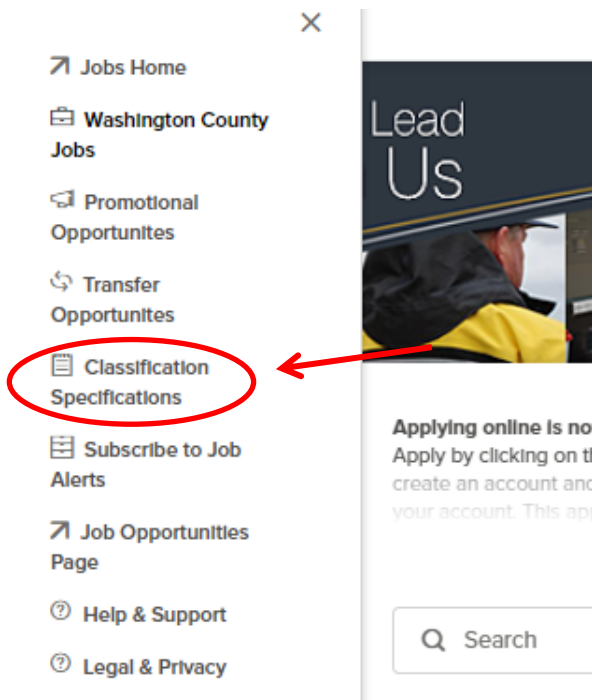
Step 1: Click on 'menu'



The screenshot shows the Washington County Jobs website. At the top left, there is a 'Menu >' button circled in red with a red arrow pointing to it. The header includes the Washington County logo and the text 'Come Lead With Us'. Below the header is a banner image showing several people in an office setting. A text box below the banner reads: 'Applying online is now easier than ever! Apply by clicking on the job title you are interested in and clicking on the "Apply" button. If this is your first time applying using our online job application, you must create an account and select a Username and Password. After your account has been established, you can build an application by clicking the "Create Application" button. This application can be saved and used to apply for more than one job opening!' followed by a 'SHOW MORE' link. Below this is a search bar with the text 'Search' and '10 jobs found' on the right. A table of job listings is partially visible below the search bar.

Job Title	Job Type	Salary	Department
Adult Services Librarian	Full Time	\$50,705.55 - \$73,984.48/yr	Cooperative Library System


Step 2: Click on 'Classification Specifications'



The screenshot shows a dropdown menu on the Washington County Jobs website. The menu items are: 'Jobs Home', 'Washington County Jobs', 'Promotional Opportunities', 'Transfer Opportunities', 'Classification Specifications' (circled in red with a red arrow pointing to it), 'Subscribe to Job Alerts', 'Job Opportunities Page', 'Help & Support', and 'Legal & Privacy'. To the right of the menu is a banner image with the text 'Lead Us' and a text box that reads: 'Applying online is now easier than ever! Apply by clicking on the job title you are interested in and clicking on the "Apply" button. If this is your first time applying using our online job application, you must create an account and select a Username and Password. After your account has been established, you can build an application by clicking the "Create Application" button. This application can be saved and used to apply for more than one job opening!' followed by a search bar with the text 'Search'.

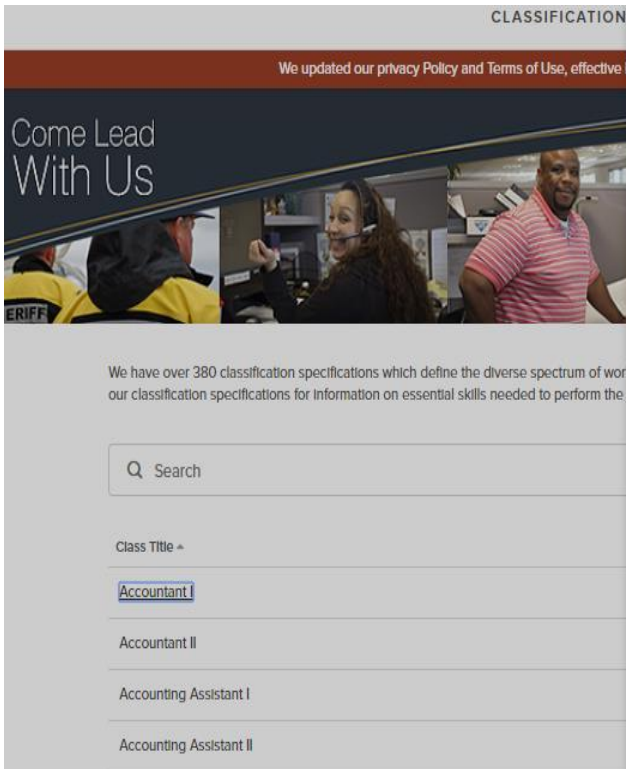
Step 3: Search job you are interested in

We have over 420 classification specifications which define the diverse spectrum of work (jobs) we do at Washington County as we serve our community each day. Search our classification specifications for information on essential skills needed to perform the job, minimum qualification requirements necessary for hiring, and other information.



Class Title ^	Min Monthly Salary	Max Monthly Salary
Accountant I	\$4,118.40	\$5,005.87
Accountant II	\$4,778.80	\$5,808.40
Accountant, Senior	\$5,274.53	\$6,409.87
Accounting Assistant I	\$3,033.33	\$3,686.80
Accounting Assistant II	\$3,518.67	\$4,276.13
Accounting Assistant, Senior	\$3,884.40	\$4,719.87
Administrative Assistant	\$3,924.27	\$4,768.40
Administrative Manager	\$7,270.42	\$8,833.60

Step 4: Click on 'subscribe'



CLASSIFICATION

We updated our privacy Policy and Terms of Use, effective 1/1/2020

Come Lead With Us

ERIFF

We have over 380 classification specifications which define the diverse spectrum of work (jobs) we do at Washington County as we serve our community each day. Search our classification specifications for information on essential skills needed to perform the job, minimum qualification requirements necessary for hiring, and other information.

Q Search

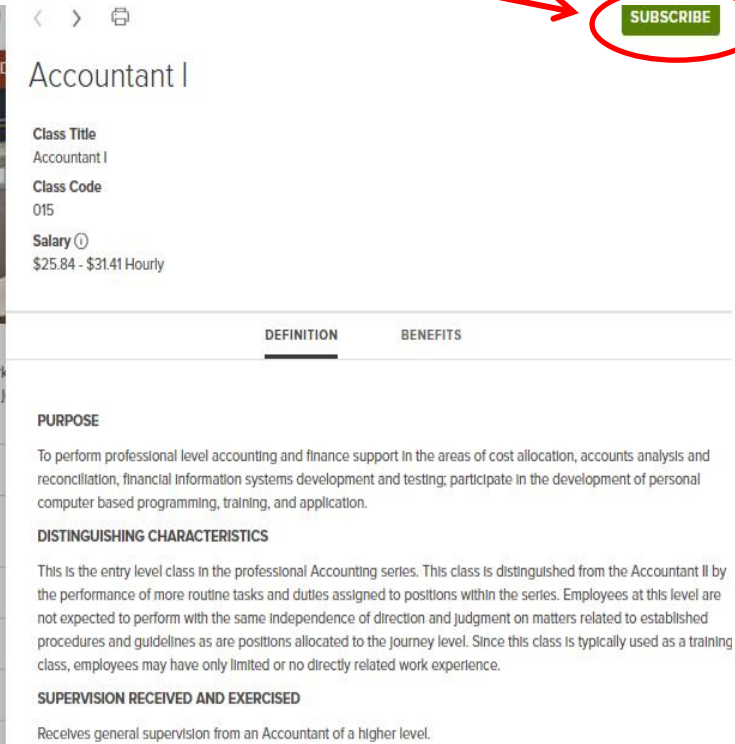
Class Title ^

[Accountant I](#)

[Accountant II](#)

[Accounting Assistant I](#)

[Accounting Assistant II](#)



< > 🖨

Accountant I

Class Title
Accountant I

Class Code
015

Salary 📄
\$25.84 - \$31.41 Hourly

DEFINITION **BENEFITS**

PURPOSE

To perform professional level accounting and finance support in the areas of cost allocation, accounts analysis and reconciliation, financial information systems development and testing; participate in the development of personal computer based programming, training, and application.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the professional Accounting series. This class is distinguished from the Accountant II by the performance of more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an Accountant of a higher level.

Step 5 & 6: Fill out required information and click 'submit'

CATION

Job Interest Cards

Fields marked with an asterisk (*) are required

First Name *

Last Name *

Street Address *

City *

Zip Code *

State *

Country *

Home Phone Number

Work Phone Number

Email Address *

