

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

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TYPIST PART-TIME

SALARY: \$17.90/hr

The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma including, or supplemented by, the successful completion of a computer course; or
- (B) One year of clerical experience which shall have involved the use of a personal computer, or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Submit Resume/Application to:

John J. Kalinkewicz, Director of Personnel
Saratoga County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until selection is made.

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