

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

COUNTY CLERK DEPARTMENT OF MOTOR VEHICLE

CLERK P/T

SALARY: \$18.6235/HR

The work involves responsibility for performing standardized clerical duties. 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. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State Registered College with an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field; OR
- B. Graduation from High School or possession of a high school equivalency diploma and two (2) years 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).

SEND RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

APPLICATIONS ACCEPTED UNTIL: July 1, 2016

“An Equal Opportunity Employer with an Affirmative Action Program”