

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

SARATOGA COUNTY DISTRICT ATTORNEY

RECEPTIONIST

SALARY: \$34,026 Plus Excellent Benefits

This is a clerical position involving responsibility for receiving and directing the general public to individuals they wish to visit. The incumbent is also responsible for providing routine information to visitors, answering incoming phone calls and directing inquiries to appropriate departments. General supervision is received from a higher level clerical employee. An employee in this position does not have any supervisory responsibility. Performs a variety of related clerical duties as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree and one year of clerical experience which shall have involved the operation of a personal computer and experience as either a receptionist or in a position providing information in person and on the telephone to the public; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved the operation of a personal computer and experience as either a receptionist or in a position providing information in person and on the telephone to the public.

This position will be filled provisionally pending the results of a Civil Service examination to be scheduled at a later date.

SUBMIT RESUME/APPLICATION TO:

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

“An Equal Opportunity Employer with an Affirmative Action Program”
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