

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL OFFICE FOR THE AGING TYPIST-PT

SALARY: \$18.6232/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, memorandums 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. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university 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 must have involved the use of micro-soft office products such as but not limited to: Word, Excel, Power Point and Access.

SUBMIT RESUME/APPLICATION TO:

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

APPLICATIONS ACCEPTED UNTIL: October 28, 2016

"An Equal Opportunity Employer with an Affirmative Action Program"