



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020

MARGARET C. MCNAMARA
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

TEMPORARY OPPORTUNITY

**COVID Support Personnel
Saratoga County Department of Public Health**

****NO REMOTE CAPABILITY – ONSITE REQUIRED****

Saratoga County Department of Public Health is currently seeking individuals to fulfill non-clinical responsibilities related to the distribution of the COVID-19 Vaccine throughout established Points of Distribution (POD's) in **SARATOGA COUNTY**.

Work is primarily routine in nature and involves the performance of standardized clerical tasks. Employees are given detailed instructions for assignments. You will be working alongside vaccinators, health care providers and public health staff engaged in the COVID-19 vaccination effort. Once at your distribution site, you may be asked to switch between other roles as necessary including: check-in staff, greeter, registration attendant and flow control. General supervision is received from a higher ranking clerical or administrative employee. The use of standard office equipment, *including a computer*, in the performance of daily tasks, is a routine requirement. Supervision is not a requirement of this position. Does related work as required. **This is a temporary, per diem based position at \$22/Hour.**

- Answers incoming calls and gives routine information;
- Escalates calls as necessary to appropriate personnel;
- Compiles and assembles informational media for distribution as necessary;
- Operates general office equipment (PC, copier, phones, etc);
- Runs information and documentation between applicable areas within Response Center;
- Assists in directing inquires to appropriate online and/or phone resources;
- Inputs information into computer as necessary;
- Checks documentation for accuracy and required information.

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 closely related field; **OR**

B) Graduation from High School or possession of a high school equivalency diploma (GED) and two (2) years of hands on clerical experience involving data entry in a fast paced demanding environment.

NOTE: Preference will be given to individuals with experience in Emergency Response efforts, Medical Facility, Call Center and Customer Facing Experience

Special Requirement: Assignment made to employees in this title, will require access to transportation to meet designated site work requirements in a timely and efficient manner.

Interested candidates should submit their "application" and letter of interest to:

Email: COVIDResponse@saratogacountyny.gov

POSITION TITLE MUST BE INDICATED IN SUBJECT LINE

(No fax submissions accepted) Issued: 1/27/2021