



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

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

(518) 885-2225  
FAX: (518) 884-4752

SCOT CHAMBERLAIN  
Director of Human Resources

Issued: 6/15/22

**CAREER OPPORTUNITY**

**“SENIOR ACCOUNT CLERK TYPIST”  
SARATOGA COUNTY SEWER DISTRICT**

**SALARY:** \$42,803 **\*\* *Plus Excellent Benefits, Retirement Package and Compensation Plan* \*\***

Work involves a variety of moderately difficult clerical tasks that require independent performance and proficient maintenance of financial accounts and record keeping on a personal computer. Work may require a general understanding of specific laws as they relate to the function of the department, as well as an understanding of established policy and procedure. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine daily operations. General supervision is received from a higher-ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. This class differs from other classes in the series by virtue of the complexity of the work and/or degree of supervision exercised and received. Does related work as required.

***MINIMUM QUALIFICATIONS: Either....***

- A)** Graduation from a regionally accredited or New York State College or University with a Bachelor’s degree in Accounting, Business Administration, or closely related field; and one (1) year of experience in maintaining financial accounts and records; **OR**
- B)** Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in Accounting, Business Administration, Secretarial Science, or closely related field; and three (3) years of experience in maintaining financial accounts and records; **OR**
- C)** Graduation from high school or possession of high school equivalency diploma (GED) including or supplemented by the successful completion of a courses in keyboarding, bookkeeping/accounting; **AND** five (5) years of experience in maintaining financial accounts and records that include the operation of a personal computer in an office environment.

**SUBMIT APPLICATION TO: Personnel Officer – Civil Service Division  
40 McMaster Street  
Ballston Spa, NY 12020**

**APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): **July 1, 2022****

Applications available in the Human Resources Office or on our website. Resume *may not* be substituted for Application. *Applications must be received in our office by 4:30 PM on date indicated.* Postmarks will not be accepted for this position. No Fax Submissions.

***\*\*This position will be filled on a “provisional” basis, pending the results of a civil service exam to be scheduled at a later date.\*\****

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*