



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

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

(518) 885-2225

SCOT CHAMBERLAIN  
Director of Human Resources

**CAREER OPPORTUNITY**

**“CLERK – PART-TIME”**

**SARATOGA COUNTY CLERK RECORDS MANAGEMENT**

**SALARY: \$20.97 / Hour**

Work is primarily routine in nature and involves the performance of standardized clerical tasks of average difficulty. Employees in this class are given detailed instructions for new or difficult assignments with some initiative and judgement allowed as experience is gained. General supervision is received from a higher ranking clerical or administrative employee. The use of standard office equipment, *including but not limited to a personal computer*, in the performance of daily work-related tasks, is a routine requirement. Supervision is not a requirement of this position. Does related work as required.

**NOTE:** Details regarding hours and location will be discussed/determined at the interview level.

**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.

**SUBMIT APPLICATION(S) TO:** Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

**APPLICATIONS WILL BE ACCEPTED UNTIL (Close of Business): 9/30/2022**

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 close of business on date indicated.

Postmarks **WILL NOT** be accepted for this position. **NO FAX** Submissions.

*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.*

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