

County of Saratoga, New York



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York.
We are proud to be frequently recognized for a high standard of living and quality of life.*

Senior Typist(s) **SARATOGA COUNTY DEPARTMENT OF SOCIAL SERVICES**

SALARY: \$41,160 ** Plus Excellent Benefits, Retirement Package & Compensation Plan**

Distinguishing Features of this opportunity are...

Under general supervision, an incumbent in this position performs a variety of clerical assignments which involves typing on a personal computer to produce routine correspondence, records, reports, and/or other documents required. This level differs from typist in that the tasks performed are of a more difficult nature. General supervision is received from a higher level clerical or administrative employee with some leeway allowed in the exercise of independent judgment in the application of established procedures and methods. Contact with the public may be required as part of job responsibilities. This position differs from the Senior Clerk in that typing skill is required and a routine requirement. Supervision may be exercised over lower level clerical staff. Performs related work as required.

Minimum Qualifications for this position are...

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 and two (2) years of clerical experience which must have involved the routine use of standard office software such as, but not limited to: Microsoft Suite: Word, Excel, Power Point and Access; OR

B. Graduation from High School or possession of a high school equivalency diploma and four (4) years of clerical experience which must have involved the routine use of standard office software such as, but not limited to: Microsoft Suite: Word, Excel, Power Point and Access.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

Qualified candidates may submit their resume and application to: DSEmployment@saratogacountyny.gov

(Please list title of position in subject line)

Applications may also be mailed to: ATTN: Personnel Officer – Civil Service Division

Saratoga County Human Resources Department

40 McMaster Street

Ballston Spa, New York 12020

Applications will continue to be accepted until all vacancies have been filled

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov and must be received in our office by end of business on date indicated above. Resume **MAY NOT** be substituted for Application. No Fax Submissions.

This position is being filled on a "provisional" basis, pending the results of a civil service examination 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.