



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.

CAREER OPPORTUNITY

“CLERK(s)”

Saratoga County Department of Social Services

SALARY: \$39,867 **Plus excellent benefits, compensation plan and NYS Retirement System Enrollment**

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.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Sorts, indexes, and files mail, bills requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains charge-out records;
- Issues and records applications, licenses and permits;
- Collects fees and accounts for monies received;
- Checks reports and records for clerical accuracy, completeness and proper extension;
- Answers telephone and gives out routine information;
- Maintains time records and payroll data;
- Operates personal computer, photocopy, simple computing and other office machines;
- Makes entries using a Personal Computer;
- Makes mathematic computations and compiles simple statistical reports.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications: Either...

- A)** Possession of 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.

Qualified candidates may submit their resume and application to: DSSemployment@saratogacountyny.gov
(Title of position must be listed 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 required for consideration and 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 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.