

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.

CAREER OPPORTUNITY

“CLERK(s) TO THE DISTRICT ATTORNEY”

Saratoga County District Attorney’s Office

SALARY: \$49,575 (Grade 9) *Plus Excellent Benefits, Compensation Plan and NYS Retirement*****

Work performed is to assist with Discovery within the District Attorney’s office and involves responsibility for performing moderately difficult clerical duties requiring a general understanding of specific law, office rules, procedures, and policies as well as an ability to work with confidential material. It calls for the exercise of independent judgment in the application of prescribed procedures and methods. The incumbent screens visitors to the agency, directing them to the appropriate unit and may answer sensitive inquiries personally. Work is performed under general supervision with considerable responsibility required in handling a wide variety of duties. Supervision is not a requirement of this title. Does related work as required.

Typical work activities for this opportunity are: (*Illustrative only)

- Relieves the District Attorney of various administrative details and routine tasks;
- Performs a variety of moderately difficult clerical duties including but not limited to processing and reviewing information of a sensitive nature relating to various criminal court cases;
- Reviews, redacts and processes digital data, information, video, etc. for use in criminal cases;
- Compiles and maintains records by transferring information from original source documents to appropriate logs, data sheets, computer, etc.;
- Utilized various digital programs to compile data and transcribe information for discovery;
- Reviews accounts, reports, and other documents of applicable Programs for completeness, accuracy, and conformity with established procedures;
- Answers the telephone and may take confidential information, also gives out routine information as needed;
- Works closely with other support staff to ensure the overall efficiency of Department operations and coverage;
- Operates various office machines.

**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 above 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 are:

- A) Possession of a Bachelor’s Degree in Criminal Justice, Political Science or closely related field, and at least one (1) year of experience providing administrative and technical support within a legal office; **OR**
- B) Possession of an Associate’s Degree in Criminal Justice, Political Science or closely related field, and at least three (3) years of experience providing administrative and technical support within a legal office; **OR**
- C) Graduation from High School or possession of an equivalency certificate (GED) and five (5) years of experience providing administrative and technical support within a legal office.

Candidates may submit application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted thru: Until Position Has Been Filled

Applications available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

***** This position will be 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.