



# DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTY.NY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

*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.*

## TEMPORARY OPPORTUNITY

### “Senior Typist(s)”

**Saratoga County Department of Social Services  
3 Month Duration – Extension Possible**

***SALARY: \$41,160 (Optional NYS Retirement System Enrollment)***

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:**

**A)** Possession of 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 (GED) 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.

#### **SUBMIT APPLICATIONS TO:**

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

Applications available in the Human Resources Office or on our website. **Resume MAY NOT be substituted for Application. No Fax Submissions**

***Applications will continue to be accepted until the vacancy has been filled***

Application is required for consideration and are available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov). Resume may not be substituted for Application. 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 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.*