



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

“CLERK(S)”

HEAP Heating & Energy Assistance Program
Saratoga County Office for the Aging and Youth Services
3 Month Temporary (with possible extension)

SALARY: \$39,867 *Optional NYS Retirement System Enrollment*

The work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. This position may be responsible for utilizing a personal computer, in the performance of daily work-related tasks. Does related work as required.

NOTE: Hours/Days will be determined at the interview level

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 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: At least...

- A) Possession of an Associate’s Degree in Secretarial Science, Office Management, Business Administration, or related field; **OR**
- B) Graduation from High School or possession of a high school equivalency diploma (GED) and two (2) years clerical experience involving ***the use of a personal computer***.

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 September 22, 2023

Application is required and 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.

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 inquiries 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.