



# 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.*

## **CAREER OPPORTUNITY**

### **“Senior Typist” Saratoga County Social Services**

**SALARY: \$41,160 (max 50,340 based on years of service w/ county)**

**\*\*Plus Excellent Benefits, Compensation Plan and NYS Retirement\*\***

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.

#### **Typical work activities for this opportunity are...** (\*Illustrative only)

- Assigns work, reviews and records work done, and instructs new employees in specialized clerical operations;
- Acts as clerical/administrative support to an official or department head as required;
- Responsible for compiling/typing various routine accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other general material;
- Reviews documents for completeness, accuracy and conformity with established procedures;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Maintains accurate records and reports and reviews for clerical accuracy and completeness;
- Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;
- May be responsible for the maintenance of personnel records and preparation of payrolls where applicable;
- Answers telephone and gives out routine information;
- Operates copier, scanner, fax, calculator, personal computer, and other 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 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, at least...**

- 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.

*(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)*

**Qualified Candidates may submit their application & resume to:**

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 vacancy has been filled***

**Application is required** for consideration, and available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://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 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.*