



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

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SARATOGACOUNTYNY.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

CONFIDENTIAL SECRETARY

Saratoga County Department of the Conflict Defender

SALARY: \$49,575 Grade 9 (Max achievable salary \$64,353, based on years of service with Saratoga County)
******Plus Excellent Benefits Package, Compensation Plan & NYS Retirement*****

This is skilled work involving responsibility for independently performing complex clerical and administrative tasks, some involving a high degree of discretion and professional judgement in the efficient operations and support of the Conflict Defender's Office. Work calls for the frequent exercise of independent judgment and giving out information regarding department policies and practices. Work is performed under the general supervision of the Conflict Defender or other high level administrative personnel, with much leeway allowed in performing established policy and procedure. Performs related work as required.

Typical Examples of Work are... (*Illustrative Only)

- Acts as Secretary to the Conflict Defender's Office;
- Relieves superiors of office details by making appointments, receiving calls and callers, and referring them to the proper persons;
- Answers requests for administrative information and preparing office reports;
- Prepares a variety of correspondence and legal documents;
- May take and transcribes dictation of letters, memoranda, reports and a variety of other matter;
- Maintains applicable files for the office and completes personnel reports to comply with Civil Service and County Rules and Regulations;
- Maintains all business and confidential correspondence that must be retained in office files and maintains all operating records;
- Reads and summarizes reports to facilitate review by and to conserve the time of superiors;
- Composes and types routine correspondence applying the knowledge of departmental operations and regulations;
- Maintains an appointment book for the Conflict Defender's Office;
- Stamps and distributes incoming mail according to policy of the department;
- Reviews incoming mail and assembles files of material to facilitate reply;
- Assembles a variety of data from office records and outside sources for incorporation in reports;
- Upon request of Conflict Defender, attends meetings and hearings;
- Operates a variety of office equipment such as computer word processor, calculator, typewriter, copier, fax and other equipment as needed;
- Performs other related duties as necessary.

**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:

- A) Possession of an Associate's degree in Secretarial Science, Business Administration, or a closely related field, and three (3) years of full-time paid experience involving high level administrative/clerical support in a legal or law office; **OR**
- B) Completion of two years of training in a recognized business or secretarial program with emphasis on legal clerical support practices; **OR**
- C) Graduation from high school or possession of a GED and five (5) years of fulltime paid experience involving high level administrative/clerical support in a legal or law office.

Qualified candidates may submit their application and 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 February 15, 2024, or until the vacancy has been filled.

Application is required for consideration Applications are available in the Human Resources Office or on our website: www.saratogacountyny.gov. You may also apply directly only through the provided link. Resume may not be substituted for Application. No Fax Submissions.

*****This position is being filled on a provisional basis based on the results of a Civil Service exam 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.