



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County District Attorney's Office

**Job Title:** SENIOR CLERK

**Salary Range:** \$44,588-\$53,772\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 25 West High Street, Ballston Spa, NY 12020

**Classification:** Competitive **(This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)**

#### Job Description

The work involves responsibility for the independent performance of standard clerical tasks which require an understanding of specific laws, organizational rules, procedures, and policies. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is performed under general supervision of a higher level assigned staff member; incumbent may lead and direct lower-level clerical workers on established policy and procedure. The work of this class differs from that of Clerk or Typist by the complexity of work assignments and the independence to perform required tasks; Does related work as required.

#### Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration, or closely related field, and two (2) years of clerical or administrative support experience which shall have involved the use of a personal computer and the maintenance of detailed and sensitive information; **OR**
- B. Graduation from High School or possession of a high school equivalency certificate (GED) and four (4) years of clerical or administrative support experience which shall have involved the use of a personal computer..

(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.)



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### Typical Work Activities (\*Illustrative)

- Sorts and reviews documents, reports correspondence and/or other related office documents, for accuracy, completeness, and conformity with established procedures;
- Responds to in person and phone inquiries from the public and other County departments, to provide routine department/agency information, contacting by telephone, correspondence, and/or in person as necessary;
- Prepares standard written responses on matters related to specific agency programs received from general public, State, and local agencies, and within agency;
- Maintains a variety of confidential records, reports and files, which may include but are not limited to client information, case details, operating costs, vendor invoices and personnel information;
- Monitors agency record keeping system for proper maintenance (both manual and computerized);
- May enter and maintain time records and payroll data.
- Operation of office equipment, such as personal computer, copier fax and other general office equipment;
- Ensures reception area is sufficiently covered, providing back-up as necessary;
- Other relative 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.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue through **April 30, 2024** or until the vacancy has been filled**

*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 your 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.*