



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Treasurer's Office

- Job Title:** SPECIAL CLERK TO THE TREASURER
- Salary Range:** \$43,371 - \$52,559* (*Based on years of service employed with Saratoga County)
- Work Location:** 40 McMaster 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

Work involves responsibility for performing moderately difficult clerical and account keeping duties requiring a general understanding of specific law, office rules, procedure and policies. Responsibilities include receiving and processing payments and various financial transactions. Public interaction dealing with matters of tax payments, certificates of residence, public inquiries, and other general inquires is a routine requirement of this position. Some processing of minor accounting transactions, journal entries, and other fiscal tasks related to the internal bookkeeping of the County are also performed. Work is performed under direct supervision of a higher-ranking staff member. Direction may be exercised over the work of one or more lower ranking clerical employees. Does related duties as required and assigned.

Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Accounting, Secretarial Science, Office Management, Business Administration, or closely related field, AND one (1) year of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of financial accounts and record keeping;
OR
- B. Graduation from high school or possession of an Equivalency Certificate (GED), AND three (3) years of paid clerical experience to include the use and operation of a personal computer with experience in the maintenance of financial accounts and record keeping.

(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.)

Typical Work Activities (*Illustrative)

- Preparation of documents, receipts, notices, and other public documents;
- Receive and process various payments, including cash handling, card (debit/credit) handling, and other forms of financial tender;
- Minor accounting, including entry of payments, journal entries, and other transactions;



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- File and maintain various reports and documentation;
- Public facing and phone customer service;
- Data entry and processing;
- Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
- Has charge of posting to journal or ledgers from a variety of original entry media or sources;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Supervises the verification and reconciling of specified account balances;
- Conducts correspondence on matters where policies and procedures are well defined;
- Issues receipts for monies received;
- Compiles payroll data, prepares and checks payroll;
- Complies and prepares labor, material and operational cost records and reports;
- Supervises the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Compiles data for, and assists in preparation of complex financial and statistical records and reports;
- Performs a variety of relative activities as required.

**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 to be accepted 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.