



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Planning & Economic Development

- Job Title:** Confidential Secretary
- Salary Range:** \$53,575 - \$68,353* (*Based on years of service employed in title 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

The work involves the responsibility for assisting the Saratoga County Planning Department with highly involved, responsible and confidential complex clerical operations, relieving the Director and senior staff of administrative details. Work entails handling general phone calls and providing general information regarding activities and projects of the Planning Department. An employee in this class is expected to perform a variety of administrative and clerical tasks thereby releasing the Director for the more complex and technical duties required for the efficient and effective operation of the department. Duties are performed under direct supervision of the Director, in accordance with established policies and procedures with a wide latitude for the exercise of independent judgment in meeting daily operational requirements. Does related work as required.

Minimum Qualifications (at least)

- A)** Possession of an Associate's degree in Secretarial Science or Business Administration, with two (2) years of full-time paid experience in a high level administrative/secretarial support role involving the routine use of Microsoft suite applications; **OR**
- B)** Graduation from high school, or possession of an equivalency certificate (GED) and four (4) years of full-time paid experience in a high level administrative/secretarial role involving routine the use of Microsoft suite applications.

(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)

- Provides direct support to Director of Planning and Economic Development and assigned staff;
- Maintains all confidential and personnel files for the office, tracking annual documents and contracts;
- Assists in the tracking department budget and Capital project expenses and revenue;
- Assists in tracking various grant categories including but not limited to Farmland and Open Space programs, County trails, NYS Snowmobile programs, Industrial Development, etc.



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- Completes required personnel reports and paperwork to comply with Civil Service and County Rules and Regulations;
- Provides required support for filing and tracking of projects under GML Section 239 as related to Planning Board review;
- Prepares and maintains time reporting and payroll data;
- Receives and fields all incoming phone inquiries;
- Reviews and maintains a variety of financial documents such as invoices, PO's and vouchers, to determine eligibility and compliance;
- Responds to general requests for information regarding information of policy and procedure orders issued by the Director;
- Assists in the preparation of contracts and maintains accurate regulatory records for all contracts;
- Prepares, issues and records applications, licenses and permits for the agency;
- Prepares correspondence independently in response to request for information regarding departmental programs, policies and procedures;
- Does related work 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.