



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Probation Department

**Job Title:** TYPIST

**Salary Range:** \$43,867 - \$53,037\* (\*Based on years of service employed with Saratoga County)

**Work Location:** 6012 County Farm Road, 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 performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memorandum, reports and forms. Specific duties will vary with the needs of individual department(s) and/or locations within Saratoga County. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. Does related work as required.

#### Minimum Qualifications (at least)

- A.** Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration, or closed related field; OR
- B.** Graduation from High School or possession of a high school equivalency diploma (GED) and two (2) years of clerical experience utilizing 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.)

#### Typical Work Activities (\*Illustrative)

- On a personal computer, prepares and produces various correspondence, documentation, reports and other material in final or draft form using data from various sources;
- Manages databases, disseminates information (through email and internal memos) to create spreadsheets and generate reports;
- Proofreads and corrects work ensuring accurate and clean final product;
- Prepares, stores and retrieves lists, documents and various information;
- Answers incoming telephone calls and provides routine information as necessary;



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- Updates, creates and maintains department specific forms on a computer;
- Sorts, processes and distributes internal and outside mail and packages;
- Performs routine equipment maintenance tasks
- May serve as a receptionist, greeting clients and/or visitors to the department;
- May be responsible for the collection and accounting of fees/monies received;
- Files and maintains correspondence, memoranda, reports and other materials manually as well as electronically utilizing a personal computer.

*\*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.*