



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

- Job Title:** CIVIL CLERK
- Salary Range:** \$50,104 – 70,611* (*Based on years of service employed in title 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

Under general supervision, an incumbent in this position performs a variety of routine clerical and administrative assignments. Work involves typing on a personal computer to produce correspondence, records, reports, and/or other documents required in the processing and maintenance of detailed records of legal civil accounts, applications, evidence processing and management. This level differs from typist in that the tasks performed are of a more difficult nature requiring a high degree of accuracy and reporting. General supervision is received from a higher-level clerical or administrative employee with some leeway allowed in exercising independent judgment in performing established procedures and methods. Contact with the public as well as interagency personnel is a routine requirement of job responsibilities. Performs related work as required.

Minimum Qualifications (at least)

- A) Possession of a Bachelor's Degree; OR
- B) Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration or related field and two (2) years of high-level clerical experience in records management of detailed and sensitive material including financial records; OR
- C) Graduation from high school or possession of high school equivalency diploma (GED) and four (4) years of high-level clerical experience in records management of detailed and sensitive material including financial records.

(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)

- Accepts, organizes and maintains detailed record and process documentation;
- Assists in the research, production and maintenance of all records required by the agency for disposition and discovery purposes, service processing, income executions, case recording, and public records requests;
- Works closely with other Agency personnel in researching and compiling relevant data with regard to bail reform and requirements;



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- Assist communications (desk officer) personnel with audio/radio information capture and production; (This information includes, but is not limited to official tapes and transcripts of 9-1-1 service calls that may be used in criminal or judicial proceedings);
- Assists with the recording and indexing of official case information, ensuring a high degree of accuracy and detail;
- Assists with the recording and indexing of court orders, FOIL requests, evictions and executions;
- Reviews body and/or car camera footage, disseminating and redacting as appropriate for each case;
- Assists with the processing and execution of a variety of legal documents and applications including but not limited to pistol permits, orders of seizure and arrest warrants;
- Prepares appropriate research data as required in completing accurate and detailed information for document processing;
- Prepares catalogs and maintains applicable case records and financial data generated by the department;
- Prepares a variety of timely statistical and retention reports;
- Assists in training of other staff on updated procedures necessary to maintain the efficient management of case records and process documentation;
- Operates a variety of office machinery such as personal computer, phones, copy machine etc;
- 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.*

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.