



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Treasurer's Office

- Job Title:** Confidential Secretary
- Salary Range:** \$53,575 – 68,353 Base Salary – Grade 9
- Work Location:** 40 McMaster Street, Ballston Spa, NY 12020
- Classification:** Exempt (**No Exam required**)

Job Description

This position performs high level clerical support under the general direction of the Saratoga County Treasurer, relieving the Treasurer of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental and County activities from other department heads, local and state officials, the press, and the general public. Preparation of correspondence, reports, and other documentation as required by the Treasurer and other department personnel is a routine requirement. Incumbent is appointed by the Saratoga County Treasurer and serves at the discretion of the Saratoga County Treasurer. Incumbent must exercise a considerable amount of confidentiality and independent judgment in providing effective administrative and clerical support. Incumbent must have excellent attention to detail, good time management, oral and written communication skills, and exhibit a strong sense of professionalism; Supervision may be exercised over clerical and support staff; Performs related work as required.

Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Secretarial Science, or related field and three (3) years of experience in high level secretarial/administrative support which should include financial record management and document control as well as daily proficiency in the use of Microsoft Office products on a personal computer; **OR**
- B. Completion of a Certificate Program from a recognized Business or Secretarial school with emphasis on secretarial practices, and five (5) years of experience in high level secretarial/administrative support which should include financial record management and document control as well as daily proficiency in the use of Microsoft Office products on a personal computer.

NOTE: This position is Exempt and minimum qualifications are suggested only.

(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)

- Acts as confidential Secretary to the County Treasurer and Deputy County Treasurer(s);
- Relieves supervisors of office details by making appointments, receiving calls and callers, referring to the appropriate department and/or personnel.
- Responsible for receiving, recording and distributing incoming mail according to policy of the department;
- Prepares and maintains necessary documents to ensure reimbursement of administrative and employee expenses;
- Prepares correspondence and summary reports for distribution to other departments, outside agencies, and the general public when required;
- Responsible for copying of all appropriate in-coming documents for internal control;
- Maintains personnel records for the office and completes personnel reports to comply with Civil Service and County Rules and Regulations;



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- Maintains inventory of office supplies to prevent a disruption of office routine;
- As required, assists with the day-to-day activities such as tax collection and certificates of residency;
- Prepares and maintains a variety of reports as requested;
- 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

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.