



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Aging & Youth

- Job Title:** AGING SERVICES ASSISTANT (HELP's Program)
- Salary Range:** \$49,624 - \$58,804\* (\*Based on years of service employed with Saratoga County)
- Work Location:** 152 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

This work involves responsibility for assisting professional staff in support of Office for the Aging programs. Duties are performed under the general supervision of the Director of the Office for the Aging and Youth Services with some leeway allowed for the exercise of independent judgement. Supervision may be exercised over clerical support staff or senior citizens employed through governmental programs. 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 Counseling, Human Services, Social Sciences, or a closely related field; **OR**
- C)** Graduation from High school or possession of a high school equivalency diploma (GED) and two (2) years of full-time paid experience in a community organization that provides supportive human or social services program information to a targeted population.

(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)

- Assists in the administrative of the Home Energy Assistant Program that is provided by the Office for the Aging;
- Distributes and relates information about community resources and services that are available to the elderly;
- Assists in the preparation of a variety of public relations materials including newsletters, news releases for local papers, and pamphlets;
- May speak before senior and other community groups to provide information on departmental programs;



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- Assists in the issuing of Senior ID cards and Gold Park Passes;
- May operate a variety of office machinery including typewriters, duplicating machines, calculators, word processors, remote terminals and personal computers;
- Prepares and maintains a variety of related records and reports.

*\*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**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2024 \*\***

*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.*