



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Human Resources

**Job Title:** Executive Assistant to Director of Human Resources

**Salary Range:** \$55,155 – \$70,369 Base 2025 Salary – Management Grade 9

**Work Location:** 40 McMaster Street, Ballston Spa, NY 12020

**Classification:** Pending (Non-Competitive) Classification

#### Job Description

This is highly confidential work providing direct administrative and clerical support to the Director and Deputy Director of Human Resources. Primary responsibilities include maintenance of a complex business calendar, ensuring efficient prioritization, scheduling and coordination of appointments, travel, conferences, committee meetings and deadlines, and preparation of all required background and supporting materials as necessary. Frequent interaction occurs with County Legislators, Department Heads and Elected officials. Incumbent will be called upon to prepare and maintain a wide variety of complex administrative, analytical and statistical reports and assist with the budget process. Essential nature of the work requires a substantial understanding of management styles, to effectively anticipate and execute judgement as a result. Work is performed under general supervision with considerable leeway allowed in meeting established policy and procedure. Direct employee supervision is not a requirement of this position. Does related work as required.

#### Minimum Qualifications (at least)

- A.** Possession of an Associate's Degree in Business Administration or Management, Human Resources, Administrative Technology, Secretarial Science, or closely related field, and two (2) years of paid, full-time experience providing high level administrative and clerical support in an administrative environment, that required the ability to anticipate and execute the working style and demands of assigned staff; **OR**
- B.** Graduation from High School or possession of an Equivalency Certification (GED), and four (4) years of paid, full-time experience providing high level administrative and clerical support in an administrative environment, that required the ability to anticipate and execute the working style and demands of assigned staff.

(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)

- Performs daily administrative and clerical tasks;
- Screens callers and visitors to determine nature of inquiry, providing answers on established policy and procedure, or appropriately directing the inquiry;
- Maintains confidential and sensitive information and materials with utmost discretion;
- Organize and manage detailed schedule, anticipating and addressing potential challenges and conflicting demands;
- Assembles and coordinates background and supporting information for all calendar events and meetings;
- Draft and edit correspondence and reports, reflecting communication style on behalf of the Director;
- Acts as point of contact between HR management and all internal/external contact and inquiries;
- Organize and maintain detailed records and filing, ensuring quick retrieval and accessibility;
- Monitors and tracks status of various department activities and initiatives as assigned;
- Anticipate potential schedule changes and requirements associated;
- Coordinates front office coverage and scheduling;
- Opens, reviews and organizes incoming mail;



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- Coordinates, prepares and maintains departmental financial, payroll, purchasing, personnel and attendance records;
- Prepares reports and other documents as requested by the Director or Deputy Director;
- Orders and maintains inventory of office supplies and equipment;
- May accompany HR management to meetings, preparing resulting key points and notes for reference;
- Performs other related duties as needed.

*\*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
- The opportunity is pending non-competitive classification by the NYS Civil Service Commission

### **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.*