



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerks Department

- Job Title:** RECORDS MANAGEMENT COORDINATOR (HELPS Program)
- Salary Range:** \$50,278 - \$59,729* (*Based on years of service employed with Saratoga County)
- Work Location:** 40 McMaster Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive (**Exam requirements temporarily waived**)

The Saratoga County Clerks Department seeks an experienced candidate for a full-time Records Management Coordinator. The successful candidate should have comprehensive knowledge of modern recordkeeping methods, thorough knowledge of officer terminology and computers, good organizational skills, and the ability to direct and supervise the work of others.

Job Description

This work involves responsibility for directing the implementation of a Records Management Program in a large school district, town, or county department. Duties require the identification and disposition of all appropriate records established by guidelines. The work is performed under the general direction of a higher ranking Official, or other department head with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be a responsibility of the incumbent depending on specific assignment. Does related work as required.

Minimum Qualifications (At least...)

- A. Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration or related field and two (2) years of clerical experience in the area of records management and maintenance; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma (GED) and four (4) years of clerical experience in the area of records management and maintenance.

(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)

- Oversees the survey of all records generated by the agency for disposition purposes;
- Works with Department Head to develop policy statements regarding updated procedures for the Records Management program;
- May oversee the program use of the computer assisted retrieval system (CAR) for indexing purposes;



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- Provides training to other staff on all procedures necessary to maintain the Records Management Program;
- Works with computer programming personnel to develop specific software to maintain the CAR system;
- Prepares a variety of required statistical, financial and evaluative reports in a timely fashion;
- May operate a variety of office equipment such as a typewriter, word processing, mini-computer calculators, etc.

**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 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 and NYS Retirement

To Apply (PREFERRED METHOD - 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 through date noted or 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 2025 ****

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.