



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Clerks Department

- Job Title:** RECORDS INFORMATION SPECIALIST (HELPS Program)
- Salary Range:** \$46,614 - \$56,036\* (\*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 Information Specialist. The successful candidate should have good knowledge of record keeping, use of computer equipment, organizational skills, and the ability to understand and carry out moderately complex oral and written directions.*

#### Job Description

This is a clerical position involving responsibility for assisting in the implementation of a Records Management Program in a municipality or division of the County. Duties require the reviewing, recording and indexing a variety of records and documents. Work is performed under the general supervision of Records Management Coordinator or a higher-ranking designated official in accordance with predetermined policy and procedure. Performs related work as required.

#### Minimum Qualifications (At least...)

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

*(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)

- Prepares a complete survey of all records generated by the municipality or applicable division;
- Prepares a variety of timely statistical and retention reports;
- Oversees contracts with subcontractors to have designed records microfilmed, verified and stored;
- May provide training to other staff on updated procedures necessary to maintain the records management program;
- May work with computer programmer to develop specific software to assist in maintaining a records management program;



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- May operate a variety of office machinery such as typewriters, word processors, mini computers, 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.*