



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Assigned Counsel

**Job Title:** ASSIGNED COUNSEL CLERK (Part-time)

**Salary Range:** \$31.20 / Hour

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

**Classification:** Competitive (Exam required)

#### Job Description

Work involves responsibility for performing standardized clerical duties in support of the Assigned Counsel and the Counsel at First Appearance (CAFA) program. Clerical support is provided directly to the Assigned Counsel Administrator in preparation of documentation required by NYS Office of Indigent Legal Services. Communication with attorneys, clients and various court staff regarding non-legal matters, as well as related work and case management, is a routine requirement. Work is performed under direct supervision of the Assigned Counsel Administrator, with some leeway allowed in completing established process. Supervision is not a requirement of this title. Performs related work as required.

#### Minimum Qualifications (at least)

- A.** Possession of an Associate's Degree in Business Administration, Accounting or a closely related field, and two years of administrative support experience with maintaining a wide variety of confidential data and records including financials; OR
- B.** Graduation from high school or possession of an Equivalency Certificate (GED) and four (4) years of administrative support experience with maintaining a wide variety of confidential data and records including financials; OR
- C.** Any combination of training and experience that otherwise demonstrates the ability to successfully perform the required tasks.

(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 administrative clerical support to the Assigned Counsel Program;
- Answers general inquiries for administrative information related to the program;
- Composes and maintains routine correspondence according to department operations and applicable regulations;
- Reviews and enters payment vouchers for timely processing;



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- Prepares and enters time records and payroll data as necessary;
- Assists in preparation of payment claims for grant reimbursement;
- Assembles a variety of data for reporting purposes;
- Assists in coordinating support and training for panel attorneys;
- Attends meetings upon request of ACP Administrator;
- Collects and compiles data for submission to NYS Office of Indigent Legal Services;
- Prepares and maintains various source documents;
- Communicates with clients, attorneys and various court personnel regarding non-legal matters;
- Performs related duties as required.

*\*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

- Option NYS Retirement enrollment
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

### 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 through the date posted or until flyer is removed.**

*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.*