



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Human Resources

#### Civil Service Division

**Job Title:** Human Resources Clerk (HELPS Program)

**Salary Range:** \$56,782 - \$72,445\* (\*Based on years of service employed in title with Saratoga County)

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

**Classification:** Non-Competitive (**Exam requirements temporarily waived**)

#### Job Description

The work involves responsibility for performing a variety of clerical support functions within the Civil Service unit of the Human Resources Department. Additional duties may require clerical support for health insurance and employee benefits, worker's compensation and general Human Resource services. Incumbent shares responsibility for much of the routine day to day operations of the front office including reception duties, serving as point of contact for County employees and the general public relative to all areas and services of the Human Resources Office. Other duties may include maintenance of health insurance forms, records of payments (exam & otherwise), maintenance of standard employee forms, maintenance of announcements board, personnel records and file maintenance. Skill in typing and general office software is necessary for satisfactory job performance. Work is performed under the direct supervision of the Human Resources & Civil Service Coordinator or other designated higher level administrative staff, with leeway allowed in exercising independent judgement for routine tasks within established guidelines, policy and procedure; Supervision is not a requirement of this position; Performs related work as required and assigned.

#### Minimum Qualifications

Graduation from high school or possession of an equivalency certificate (GED) and at least one (1) year of experience providing administrative support and processing of various clerical functions, preferably in a Human Resources setting. Possession of an Associate's Degree in Human Resources, Personnel Management, or a closely related field may be substituted for one (1) year of experience.

**Note:** Preference will be given to applicants with Civil Service-related experience and/or a degree in Human Resources, Personnel Management, or a closely related field.

(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)

- Provides a variety of clerical support functions and tasks ranging from health insurance and employee benefits, civil service, worker's compensation, payroll and general Human Resource services;



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- Receives general inquiries via phone and in person, providing general information, to employees, retirees, and the public with regard to general human resource, health insurance, employee benefits and Civil Service, payroll and worker's comp inquiries, elevating to appropriate personnel as necessary;
- Assists in the coordination and facilitation of new employee orientations ensuring distribution of required forms, health/dental insurance enrollment and County policy and procedures;
- Assists Healthcare Specialist, Civil Service Specialist(s), Worker's Compensation Specialist(s) and Payroll with duties and tasks applicable to the administration of each area;
- Performs various other administrative and clerical duties as assigned by the Director of Human Resources or other designated higher level administrative personnel as necessary;
- May assist in the maintenance of health/dental insurance files, and provide general plan information;
- May assist in the maintenance of Worker's Compensation files;
- May assist in the maintenance of Civil Service records and files;
- May assist in areas related to the administration of health and dental care plans and general employee benefits and services;
- May assist the Civil Service Specialist(s) in carrying out functions such as application receipt/review, general record data entry, posting of employment/exam opportunities and distribution of related correspondence;
- May provide general assistance in the areas of Worker's Compensation and Payroll as necessary;
- Assists in the maintenance and accurate tracking of files and reports for health insurance, worker's compensation and civil service;
- Prepares and maintains general and directed correspondence as required;
- Assists in the maintenance of established health insurance and employee benefit reports as necessary;
- Performs filing and general maintenance of Personnel files and records;
- Performs relative duties as necessary.

*\*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 membership and competitive 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 through the date posted or until the flyer is removed.**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through 2026 \*\***

*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.*