



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Mental Health & Addiction Services

- Job Title:** PRINCIPAL TYPIST (HELPS)
- Salary Range:** \$51,099 - \$60,796* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 135 S Broadway, Saratoga Springs, NY 12866
- Classification:** Non-Competitive (**Exam requirements temporarily waived**)

Job Description

This is important clerical work which involves responsibility for independently performing varied and complex clerical tasks requiring the skilled operation of a personal computer. An incumbent may act as direct support to the head of a large department, with the duties requiring a high degree of professional judgment and thorough knowledge of program policies and procedures. Work is performed in accordance with general instructions received from a higher-level administrative staff member with leeway permitted for the exercise of independent judgment in carrying out individual assignments within established procedures. Supervision may be exercised over the work of other clerical staff. Does related work as required.

Minimum Qualifications (at least)

- A)** Possession of an Associate's Degree in Accounting, Business Administration, or closely related field and two (2) years of clerical experience including the daily operation of a *personal computer*; **OR**
- B)** Graduation from high school or possession of a high school equivalency diploma (GED) and four (4) years of clerical experience including the daily operation of a *personal computer*.

(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)

- Receives, screens and refers incoming visitors and calls according to policy and procedures;
- Operates a personal computer and other standard office equipment on a daily basis;
- Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the agency's programs;
- Keeps complex and detailed records of activities of the agency;
- Performs a variety of related duties in carrying out the work of the office;



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- May supervise clerical staff in handling records, filling and other clerical duties;
- May act as direct support to department head or other high-level administrative personnel;
- May schedule appointments and meetings;
- Assists in the preparation and distribution of information releases as they relate to department;
- Implements standard established office procedures and methods and instructs staff in their application;
- May under general supervision, purchase general office equipment and supplies;
- Performs a variety of related duties in carrying out the work of the office;

**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

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 has been removed.

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 ****

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.