



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office Promotional Opportunity

Job Title: IDENTIFICATION OFFICER

Salary Range: \$58,442 - \$82,362* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 6010 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (**Exam Required**)

Job Description

Responsible for organizing, protecting, and disseminating the agency's records and information. Ensures compliance with legal and agency requirements. Oversight of day-to-day operation of the records, pistol permits office, and civil office. Work is performed under the general supervision of the Captain and may involve supervision of the records and civil offices staff. Does related work as required.

Minimum Qualifications (at least)

Candidates must be currently employed in a permanent full-time basis with the Saratoga County Sheriff's Office and serving as a Civil Clerk for (5) years.

Typical Work Activities (*Illustrative)

- Oversees the efficient operation of both the records and civil offices;
- Distributes work assignments amongst both the records and civil offices;
- Approves and schedules time off requests for both the records and civil offices;
- Prepares reports for other agencies, departments and department heads;
- Schedules and maintains time records of employees in both the records and civil offices;
- Supervises, trains, and evaluates staff in both the records and civil offices;
- Ensures compliance with established policies and procedures;
- Supervises access, and use/release of protected information;
- Establishes security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented;
- Review of pistol license applications for accuracy and completeness;
- Performs related work 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.*



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Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- *Position will be submitted to the NYS HELPs program. It will remain provisional until approved by NYS Civil Service.*

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.

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.