



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Probation

- Job Title:** CONFIDENTIAL SECRETARY (HELP's)
- Salary Range:** \$56,782 - \$72,445* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 6012 County Farm Road, Ballston Spa NY 12020
- Classification:** Non-Competitive (**Exam requirements temporarily waived**)

Job Description

Work involves the responsibility for providing a variety of high level, complex and confidential administrative and clerical tasks for the Director/Commissioner of a specified Saratoga County Department, thereby releasing the Director/Commissioner for more complex administrative and technical duties required for the efficient and effective operation of the Department. Incumbent will act as secretarial and confidential support such as phone calls, arranging meetings, and administrative appointments along with the use of a personal computer as a daily requirement. Duties are performed in accordance with general directions, policies and procedures with wide latitude for the exercise of independent judgment. Supervision may be exercised over subordinate personnel. Does related work as required.

Minimum Qualifications (at least)

- A. Possession of an Associate's Degree in Business Administration or Management, Human Resources, Administrative Technology, Secretarial Science, or closely related field, and two (2) years of paid, full-time experience providing high level administrative and clerical support in an administrative environment, that required the ability to anticipate and execute the working style and demands of assigned staff; **OR**
- B. Graduation from High School or possession of an Equivalency Certification (GED), and four (4) years of paid, full-time experience providing high level administrative and clerical support in an administrative environment, that required the ability to anticipate and execute the working style and demands of assigned staff.

(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 direct support to the Director/Commissioner and assigned staff;



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- Maintains all confidential and personnel files for the office, tracking annual documents and completes personnel reports to comply with established policies and procedures and County Rules and Regulations;
- Receives and fields phone inquiries;
- Assist with scheduling and confirmation of appointments;
- Prepares correspondence independently for, the and in response to, requests for information regarding specific departmental programs, policies, and procedures;
- Review and maintain a variety of financial, and budgetary documents, such as, but not limited to, PO's, vouchers, and grants and department budget items;
- At request of Director/Commissioner may attend meetings taking notes for preparation of minutes of such meetings;
- Assist in preparing and maintaining time records, and payroll data as necessary, or as requested;
- Support clerical staff;
- Does related work 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

- 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 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.