DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Mental Health & Addiction Services

Job Title: **SENIOR TYPIST (HELPs)**

Salary Range: $47,990 - $57,689 (*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

Under general supervision, an incumbent in this position performs a variety of clerical assignments involving typing on a personal computer to produce routine correspondence, records, reports, and/or other documents required. This level differs from typist in that tasks performed are of a more difficult nature. General supervision is received from a higher-level clerical or administrative employee with leeway allowed in the exercise of independent judgment in the application of established procedures and methods. Contact with the public may be required as part of job responsibilities. This position differs from the Senior Clerk in that typing skill is a routine requirement. Direction may be exercised over lower-level clerical staff. Performs related work as required.

Minimum Qualifications

A. Possession of an Associate's Degree and one (1) year of clerical experience which must have involved the routine use of standard office software such as, but not limited to: Microsoft Suite: Word, Excel, Power Point and Access; **OR**

B. Graduation from High School or possession of a high school equivalency diploma (GED) and three (3) years of clerical experience which must have involved the routine use of standard office software such as, but not limited to: Microsoft Suite: Word, Excel, Power Point and Access; **OR**

C. Three (3) years of college level study may be substituted for the required clerical experience as listed in A & B.

(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 clerical/administrative support to an official or department head as required;
- Responsible for compiling/typing various routine accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions, and other general material;
- May direct/assign work, review and record work completed, and instruct new employees in specialized clerical operations;
- Reviews documents for completeness, accuracy and conformity with established procedures;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Maintains accurate records and reports and reviews for clerical accuracy and completeness;

- Oversees and participates in the typing, processing, indexing, sorting, recording and filing a variety of control records and reports;
- May be responsible for the maintenance of personnel records and preparation of payrolls where applicable;
- Answers telephone and gives out routine information;
- Operates copier, scanner, fax, calculator, personal computer, and other office machines;
- Performs other related duties as needed.

**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 is preferred method)

- 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 complete application
- Fax submissions will not be accepted

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

Applications will continue to be accepted through the date posted, or until the 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.