DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Social Services

Job Title: **CLERK (HELP's Program)**

Salary Range: $46,493 - $56,213* (*Based on years of service employed with Saratoga County in specified title)

Work Location: 152 West High Street, Ballston Spa, NY 12020

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

Job Description

This work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee. This position may be responsible for utilizing a personal computer, in the performance of daily work-related tasks. Does related work as required.

Minimum Qualifications (at least)

A. Possession of an Associate's Degree; OR

B. Graduation from High School or possession of a high school equivalency diploma (GED) and two (2) years clerical experience involving the use of a personal computer.

C. Two (2) years of college level study may be substituted for the required clerical experience as listed above in 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)

- Sorts, indexes, and files mail, bills requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains charge-out records;
- Issues and records applications, licenses and permits;
- Collects fees and accounts for monies received;
- Checks reports and records for clerical accuracy, completeness and proper extension;
- Answers telephone and gives out routine information;
- Maintains time records and payroll data;
- Operates personal computer, photocopy, simple computing and other office machines;
- Makes entries using a Personal Computer;

- Makes mathematic computations and compiles simple statistical reports;

**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 vacancy has been filled

***** 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.