



City of Saratoga Springs Municipal Civil Service Commission
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Saratoga Springs, NY 12866
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www.saratoga-springs.org
civilservice@saratoga-springs.org

VACANCY ANNOUNCEMENT

Provisional

SENIOR CLERK

Fire Department

ISSUED: November 18th 2021

LAST FILING DATE: November 30th 2021

Applications must be received by 1:00pm on the last filing date in the Civil Service Office. A résumé may be submitted with the application, but will *not be accepted in place of a completed application*. A vague application will not be interpreted in the applicant's favor. A decision may be made to not fill this position.

SALARY: 2021 \$39,548 2022 \$40,339

LOCATION: City of Saratoga Springs – City Hall – Department of Public Works

MINIMUM QUALIFICATIONS: The following qualification(s) MUST be met and clearly detailed on the City of Saratoga Springs employment application form:

Either

- Graduation from a regionally accredited or New York State registered college or university with an Associates Degree and TWO YEARS of full time paid clerical experience; **OR**
- Graduation from a regionally accredited or New York State registered business school and TWO YEARS of full time paid clerical experience; **OR**
- Graduation from high school or possession of a high school equivalency diploma and FOUR YEARS of full time paid clerical experience.

NOTE: Clerical experience is defined as performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering and retrieving data and/or information, in accordance with prescribed procedures.

DUTIES: The work involves responsibility for performing moderately difficult clerical duties requiring a general understanding of specific law, office rules, procedures and policies. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

- Acts as secretary to the Fire Chief in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Coordinates the scheduling of Fire functions including: meetings, training, inspection and special events;
- Oversees and classifies a variety of records, reports and other documents and distributes items according to prescribed procedures;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Reviews reports and other documents for completeness, accuracy and conformity with established procedures;
- Collects and compiles statistics and other related information and gives out general information via telephone, computer or in person;

****A provisional appointment is pending the appropriate NYS Civil Service Exam announced and administered locally. The provisional appointee will be required to sign up to take the exam once it is announced, pay the exam fee, pass the exam and rank in the top three (3) grades to secure a permanent appointment****

Issued: 11/18/21