



Human Resources  
Personnel • Civil Service • Employee Benefits

**MONTGOMERY**  
C O U N T Y NY  
Made of Something Stronger

Nicole Yaggle  
Personnel Officer

**MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES**

**CLERK TYPIST (HELP PROGRAM)**

**SALARY: \$34,317**

**DEPARTMENT: SOCIAL SERVICES**

**LAST FILE DATE: 9/5/2025**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform routine office work involving a combination of clerical and typing duties. The work is performed in accordance with well defined standards and procedures. Detailed instructions are provided by higher-level staff for new or difficult assignments. The incumbent does related work as required.

**RESIDENCY REQUIREMENT:** Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

**PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS**

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing; or
- B. One year of clerical experience which shall have involved typing; or
- C. An equivalent combination of training and experience.

**Applications are available online at: [www.co.montgomery.ny.us](http://www.co.montgomery.ny.us) Completed applications must be received by the last file date.**