



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

MAIL AND PRINTING TECHNICIAN (PROVISIONAL)

SALARY: \$39,162

DEPARTMENT: DATA PROCESSING

LAST FILE DATE: 9/17/2025

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving responsibility for both print production and mailroom operations in support of County departments. The incumbent performs a variety of tasks in the preparation, duplication, and distribution of printed materials, as well as the collection, sorting, metering, and delivery of interdepartmental and external mail and materials. Work is performed under the general supervision of an administrative supervisor with leeway allowed for carrying out daily tasks. The position requires a working knowledge of desktop publishing software, large scale printing equipment, and mail handling processes. 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:

Graduation from high school or possession of a high school equivalency diploma **and:**

Either:

(A) Two (2) years of full-time paid experience (or its part-time equivalent) in commercial printing, desktop publishing, or mail and shipping operations;

(B) Graduation from a recognized technical school or vocational program with specialization in graphic arts, printing technology, or logistics

SPECIAL REQUIREMENT:

Possession of a clean and valid New York State Driver's License at time of application and maintained throughout the course of employment.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.