



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY^{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: 10/28/2025

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 Completed applications must be received by the last file date.