



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

SENIOR CLERK TYPIST-PROVISIONAL

SALARY: 38,021 (2024)

DEPARTMENT: DISTRICT ATTORNEY

LAST FILE DATE: 1/3/2024

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical and typing work requiring a general understanding of specific law, office rules, procedures and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of one or more clerical assistants. 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

PROMOTIONAL QUALIFICATIONS: Must be permanently employed in the competitive class in a Montgomery County Department, Fulton-Montgomery Community College, school districts and municipalities that are under the Montgomery County Civil Service jurisdiction and have served continuously on a permanent basis for six (6) months as a Clerk Typist, Clerk, or Typist.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in secretarial science; or
- (B) Graduation from high school and two years of office experience which shall have included typing; or
- (C) Any equivalent combination of training and experience.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

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

