



Clerk I

Department: Office of the Albany County Clerk

Starting Salary: \$31,354

Benefits:

- Paid time-off
- Health, dental, vision and hearing
- NYS Retirement
- Employee assistance program
- Tuition reimbursement

Responsibilities:

Performs a variety of routine clerical procedures. Employees in this class are usually trained to do specific duties in an assigned area. The work is performed under direct supervision during training. Employees receive detailed instructions and close supervision at the beginning of their employment and subsequent to new assignments. The Clerk I position may be an entry-level position for advancement to higher level and specialized functional responsibilities within an operating agency. Does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Resumes, transcripts and licenses/certifications can be uploaded to the application before completing submission.

Point of contact for inquiries:

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