

**FULTON COUNTY PERSONNEL DEPARTMENT**  
**ANNOUNCES THE FOLLOWING:**

**PERSONNEL CLERK (HELP PROGRAM)**

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA  
COUNTY RESIDENCY IS REQUIRED**

**This is a non-competitive position.  
No civil service examination is required for appointment.**

This is a permanent vacancy in the Fulton County Personnel Department (Non-Union).

2025 Annual Salary: \$39,593

**Typical Work Activities:**

Reviews applications for examinations and employment for completeness and ensures adopted minimum qualifications are met;  
Maintains attendance data for all employees from submitted timecards;  
Maintains personnel records, such as leave accruals, requests for Leaves of Absences, Family and Medical Leave Act, etc;  
Responds to inquiries from employees, the general public, departments, and/or officials of civil divisions served by the Personnel Office;  
Answers phones, takes messages, opens and distributes mail, schedules appointments and meetings, etc;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Minimum Qualifications:**

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Business Management, Office Administration, Office Management, Secretarial Studies, Office Technology, or related field; or
- (B) Two years of clerical or administrative experience involving the operation of a personal computer; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Applications should be filed with the  
Fulton County Personnel Department  
1 East Montgomery Street  
Johnstown NY 12095  
(518) 736-5574**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**