

## JOB POSTING

JULY 9, 2026

The Town of Clifton Park has an Opening for the position of Principal Typist in the Building and Development Office. The position is a full-time, Union position, which will be offered at a Grade 6, Steps 1-2. The starting compensation will therefore range from \$66,046-\$66,704, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below. The title is included on the NYS Civil Service HELPS Program list (Hiring for Emergency Limited Placement Statewide) thus will not require an exam for permanent placement.

### PRINCIPAL TYPIST

GENERAL STATEMENT OF DUTIES: Independently performs difficult and responsible clerical functions which may involve the supervision of subordinate clerical staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work which involves responsibility for the performance of the difficult and complex clerical tasks which require the skilled operation of a personal computer. An incumbent may act as secretary to the head of a large department with the duties requiring a high degree of mature judgement and expert knowledge of program policies and procedures. The work is performed in accordance with general instructions received from a superior with considerable leeway permitted for the exercise of independent judgement in carrying out individual assignments. Immediate supervision may be exercised over the work of a number of clerical assistants

EXAMPLES OF WORK: (Illustrative only)

- Supervises clerical staff in handling records, filing and other clerical duties;
- May act as personal secretary to a department head;
- Supervises the preparation of information releases;
- Independently prepares routine correspondence;
- Installs standard office procedures and methods and instructs staff in their application;
- Types correspondence, records and reports;
- Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the agency's programs;
- Keeps complex records of activities of the agency;
- Under general supervision, purchases equipment and supplies;
- Performs a variety of related duties in carrying out the work of the office.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of secretarial practices; thorough knowledge of the office practices and procedures; thorough knowledge of supervisory practices and procedures; ability to type accurately at a satisfactory rate of speed; ability to understand and interpret written material; ability to get along well with others; good judgement; initiative and resourcefulness; tact and courtesy; neat appearance; good physical condition.

MINIMUM QUALIFICATIONS:

- A. A two-year degree in Secretarial Science and 2 (two) years of clerical experience including the operation of a personal computer; OR
- B. Graduation from High School or a GED and 4 (four) years of clerical experience which shall involved the operation of a personal computer; OR
- C. Any equivalent combination of training and experience.

**Individuals Interested in the position should send resume and Town of Clifton Park Employment Application to Supervisor Phil Barrett through Jean Spiegel at Jspiegel@cliftonpark.org, or contact Ms. Spiegel at (518) 371-6651 ext. 240  
Town applications can be found on the Town's website at cliftonparkny.gov in the document center.**