Principal Clerk

FMCC has an immediate opening for a full-time Principal Clerk in the College Financial Aid office. Minimum duties include: working with the public and the student population, performing complex clerical work activities and functions. Minimum qualifications: HS Diploma/GED and four years of experience or six years of clerical experience as described above. Work hours are from Monday through Friday, 9am to 5pm (37.5 hours weekly) with a starting salary of $35,515 ($18.2128 per hour). This position is part of the NYS pension plan and includes: holiday, vacation, FMCC tuition benefits and more. It is a provisional civil service position that will lead to a permanent, but requires to take the Principal Clerk Civil Service test (when it comes available) and be reachable on the competitive exam. Please send a cover letter describing your experiences that pertain to this position and resume to paclerk@fmcc.edu.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).