**Principal Clerk**

FMCC has an immediate opening for a part-time Principal Clerk in our Student Development Center. Primary functions of this role include providing clerical support for the academic course schedule, transfer credit evaluations, and review of credit for prior learning experience (CLE). This position will also cross-train and provide backup clerical coverage for the Academic and Student Affairs divisions.

**Salary:** $18.58 per hour; up to 25 hours per week

**Minimum qualifications:** HS Diploma/GED and four years of experience or six years of clerical experience as described above.

*This is a provisional civil service position that will lead to a permanent, but candidates are required to take the Principal Clerk Civil Service test (when it comes available) and be reachable on the competitive exam. All applicants must be residents of Fulton or Montgomery County.*

Please send a cover letter describing your experiences that pertain to this position and resume to pclerkad@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, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8404.*