



### **Principal Clerk – Financial Aid**

Fulton-Montgomery Community College is seeking a full-time Principal Clerk to support the Financial Aid department. Responsibilities for this position include performing clerical and administrative functions in coordination with students, the general public, and internal departments. The role requires independent judgment in planning and managing complex tasks, with general guidance provided on policies, procedures, and departmental goals. The position also involves collaboration with supervisors on technical or policy-related issues that require higher-level review or input.

*Hours are 8:00 AM to 4:00 PM Monday – Friday*

*Excellent health insurance, benefits, and generous paid time off*

*Salary: \$36,950*

*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](mailto: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. 8403.***