



2 Principal Clerk/Office Staff, Registrar-Financial Aid Offices

Fulton-Montgomery Community College is seeking two full-time Principal Clerks to support the Financial Aid and Registrar offices. These positions involve a variety of clerical and administrative duties, including but not limited to processing records, data entry, and assisting students, the general public, and internal departments. Both roles require strong customer service skills and the ability to work independently while exercising sound judgment in managing complex tasks. Employees will work under general guidance related to college policies, procedures, and departmental goals and may collaborate with supervisors on issues requiring technical or policy-related input. Successful candidates will demonstrate professionalism, attention to detail, and the ability to handle confidential information with discretion. Prior experience in a college or office setting is preferred.

Hours: 8:00 AM to 4:00 PM or 9:00 AM to 5:00 PM, Monday – Friday
Excellent health insurance, benefits, and generous paid time off
Salary: \$37,689

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

This is a provisional civil service position that is part of the HELP program and will require further action to become permanent. 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. 8403.