



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **RECORDING CLERK**
 (Provisional Appointment)*

SALARY: \$17.50/HR.
 Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay

LOCATION: Essex County Clerk's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35/37 ½ / 40 Hour work weeks (Monday-Friday)

JOB SUMMARY: The work involves responsibility for processing, recording and indexing various legal documents filed and recorded in the County Clerk's Office. Employees in this position are expected to independently perform their duties within the scope of specific laws, office rules and procedures relating to the recording, indexing, and filing of legal instruments. Supervisors are available for consultation on unusual problems and provide instruction on new or difficult assignments. Work is performed under general supervision with leeway permitted for the exercise of independent judgment. Work of employees is checked on by one or more other steps in a clerical process. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

[A] One year of clerical experience working with legal instruments and records in a department of municipal government, law office or title company; or

[B] Two years of general clerical experience; or

[C] An equivalent combination of training and experience as defined by the limits of [A] and [B].

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: March 9th, 2023

Application Deadline: March 20th, 2023

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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