

Essex County Announces

An anticipated vacancy for the position of **RECORDING CLERK**

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.co.essex.ny.us/jobs.asp

VACANCY: ESSEX COUNTY CLERK'S OFFICE

SALARY: \$16.18/Hr.

*****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay.*****

DISTINGUISHING FEATURES OF THE CLASS: 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:

- [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].

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
JULY 26th, 2021**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932

07/15/2021