

CAREER OPPORTUNITIES WITH CIVIL SERVICE

# Essex County Announces

An Anticipated Vacancy for the Position of

## SENIOR 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: (518) 873-3360  
[www.co.essex.ny.us/jobs.asp](http://www.co.essex.ny.us/jobs.asp)

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***VACANCY: ESSEX COUNTY CLERK'S OFFICE***

***SALARY: \$20.03/HR. (Hired PRIOR to 2009); \$18.04/HR. (Hired AFTER 2009)***

***DISTINGUISHING FEATURES OF THE CLASS:*** The work involves responsibility for independently performing a variety of legal document processing and recording activities, including the more difficult and responsible phases of such work. Work is performed under general supervision and in accordance with specific laws, office policies and procedures. Difficult technical or policy problems may be referred to a superior for decision or review of judgment where recommendations are initiated. Acts as a lead worker over a small number of clerical subordinates. The incumbent does related work as required.

***MINIMUM QUALIFICATIONS:***

- [A] Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Paralegal Studies or a related field; or
- [B] Graduation from high school or possession of a high school equivalency diploma and two years of experience working with legal instruments and records in the department of municipal government, law office or other title company; 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  
MARCH 29<sup>TH</sup>, 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.

03/17/2021