



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

ASSISTANT DEPUTY COUNTY CLERK -PROVISIONAL

SALARY: \$57,565

DEPARTMENT: COUNTY CLERK

LAST FILE DATE: 04/24/2025

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the County Clerk and Deputy County Clerk, an incumbent of this position assists in the daily activities of the office and in the supervision of personnel. When acting in County Clerk's and Deputy County Clerk's absence, duties will involve supervision and general administration of both the County Clerk's office and Department of Motor Vehicles personnel. This is to include approval of time off and disciplinary action if necessary. Responsible for the interpretation of and administration of laws and procedures of several completely different operations, such as: Real Property Law, General Business Law, CPLR, Judicial Law, Firearm-Penal Law, DMV-Vehicle and Traffic Law.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A.** Associate's degree in Business Administration or a related field from an accredited school or college and two (2) years of business experience, including accounting and recordkeeping and including one year of supervisory experience; or
- B.** Graduation from High School or possession of an equivalency diploma and four (4) years of business experience, including accounting and recordkeeping, as described above
- C.** Any equivalent training and experience, sufficient to indicate the ability to perform and supervise the required work.

SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

****Provisional Appointment pending successful completion of the civil service examination and being reachable on the list****

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.