



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

RECORDS MANAGEMENT CLERK – PART TIME-PROVISIONAL

SALARY: \$19.00/HR (2024)

DEPARTMENT: HISTORY & ARCHIVES

LAST FILE DATE: 1/11/2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing records inventory, storage, and cataloging and maintenance activities as it relates to records management. The incumbent also lifts and moves storage boxes and performs routine clerical duties as it relates to records retention activities. Work is performed under the direct supervision of higher level management staff. Does related work, as required.

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: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, supplemented by a course in typing or six (6) months of typing experience, **AND:** One (1) year of full-time, paid experience involving records inventory, storage, maintenance, cataloging or related records management activities.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time, work experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS driver's license is required at time of appointment and maintained during employment.

****Provisional appointment pending the successful completion of the civil service exam and being reachable on the resulting list****

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