Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
C O U N T Y NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

INDEX RECORDING CLERK-PROVISIONAL

SALARY: $38,021 (2024)

DEPARTMENT: COUNTY CLERK

LAST FILE DATE: 1/12/2024

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Clerk's Office and involves responsibility for indexing and recording various legal documents filed in the County Clerk's Office. The duties are performed within the scope of laws, office rules, and procedures relating to indexing, filing, and recording of legal instruments. Employees in this class may be required to learn how to operate a microfilm camera in making copies of various documents and records. The work is performed under supervision of the County Clerk with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent 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: Either:
  A. Graduation from high school or possession of a New York State high school equivalency diploma and two years of clerical experience which shall have involved typing; or
  B. Four years of clerical experience which shall have involved typing.

NOTE: Study in a New York State registered or regionally accredited college or university in a secretarial related field may be substituted for experience on a year-for-year basis.

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.