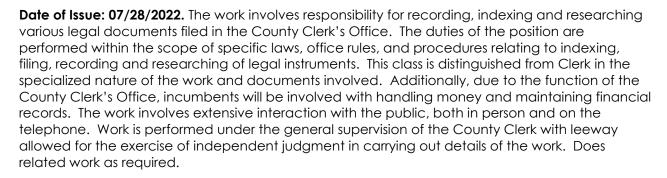
Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

📞 607 687 8494 🔒 607 223 7074 🕹 www.TiogaCountyNY.com

Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY Recording Clerk



The title of Recording Clerk is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is expected in 2023.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination <u>AND</u> being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list

Work Hours: Full time, Monday – Friday (35 hour work week)

Salary: \$30,965 (CSEA SG V); benefit package available including: health, dental

and vision insurance, paid leave time, NYS Retirement System, Deferred

Compensation Plan

Location: Tioga County Clerk's Office

<u>Minimum qualifications</u>: Graduation from high school or possession of a high school equivalency diploma and **EITHER**:

- **a.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; OR
- **b.** Two (2) years of full-time (or the equivalent part-time) experience working with legal instruments or financial records in an office setting which provided customer service; OR
- c. An equivalent combination of education and experience.

APPLY ONLINE: https://www.tiogacountyny.com/departments/personnel-civil-service/

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.

