

Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY Recording Clerk

Date of Issue: 07/28/2022. The work involves responsibility for recording, indexing and researching various legal documents filed in the County Clerk's Office. The duties of the position are performed within the scope of specific laws, office rules, and procedures relating to indexing, filing, recording and researching of legal instruments. This class is distinguished from Clerk in the specialized nature of the work and documents involved. Additionally, due to the function of the County Clerk's Office, incumbents will be involved with handling money and maintaining financial records. The work involves extensive interaction with the public, both in person and on the telephone. Work is performed under the general supervision of the County Clerk with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

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 AND 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

Minimum qualifications: 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.