



DEPARTMENT OF HUMAN RESOURCES

SCOT CHAMBERLAIN, DIRECTOR

518.885.2225

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“Index Clerk” Saratoga County Clerk’s Office

SALARY: \$42,634 *Plus Excellent Benefits, Compensation Plan and NYS Retirement*****

This is clerical work involving responsibility for the reviewing, recording and indexing a variety of legal documents. Incumbents must be highly responsible and attentive to detail as small errors of commission or omission may result in fiscal and personal damage to the County or the County Clerk. Duties are performed under the direct supervision of a Senior Index Clerk or Service and Process Director in accordance with specific policies and procedures with limited leeway allowed in carrying out the details of work. This class is distinguished from other clerical positions by virtue of the immense responsibility and consequence for error involved. Excellent customer service skills are a routine requirement; Incumbents will perform related work as required.

Typical work activities for this opportunity are... (*Illustrative only)

- Reviews and indexes a variety of legal instruments involving civil and criminal court actions;
- Reviews and records deeds, mortgages, liens, assignments, land contracts, lis pendens, wills and other legal instruments;
- Computes and collects recording fees issued by the County Clerk according to a prescribed schedule;
- Assists lawyers, title searchers and the general public in locating recorded documents and data;
- Examines and processes applicants for passports and citizenship;
- May be required to operate office machines such as desktop computers, calculators, photocopier, scanning equipment and related software
- Prepares and maintains a variety of related financial and documentational records and reports.
- Performs other related duties as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications are:

- A. Possession of an Associate’s Degree in Secretarial Science, Office Management, Business Administration or related field; **OR**
- B. Graduation from high school or possession of a high school equivalency certificate (GED) and two (2) years of clerical experience.

**Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Qualified Candidates may submit their application & resume as follows:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted thru: September 1, 2023

Applications are required for consideration and are available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

***** This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date *****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

