



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **SENIOR RECORDING CLERK**
(Provisional * Appointment)

SALARY: \$22.71/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Clerk's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hours work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for independently performing a variety of legal document processing and recording activities, including the more difficult and responsible phases of such work. Work is performed under general supervision and in accordance with specific laws, office policies and procedures. Difficult technical or policy problems may be referred to a superior for decision or review of judgment where recommendations are initiated. Acts as a lead worker over a small number of clerical subordinates. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

[A] Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Paralegal Studies or a related field; or

[B] Graduation from high school or possession of a high school equivalency diploma and two years of experience working with legal instruments and records in the department of municipal government, law office or other title company; or

[C] An equivalent combination of training and experience as defined by the limits of [A] and [B].

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the exam. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

***The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.**

Posting Date: May 22nd, 2025

Application Deadline: June 2nd, 2025



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