

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE LINEHAN, DEPUTY

NOTICE OF ANTICIPATED VACANCY

RECORDING CLERK PART-TIME (1000 HOURS PER YEAR)

WARREN COUNTY CLERK'S OFFICE

GENERAL STATEMENT OF DUTIES: Performs computerized and electronic imaging duties relative to court proceedings and real property recordings. Works independently with supervisor providing training, oversight and assignments.

SKILLS: Employee in this class needs to demonstrate understanding of the duties and services associated with government offices, specifically that of the County Clerk's Office; with proficiency in case file management. Must be familiar with computerized office hardware and software, able to learn case file indexing and imaging; exercise good judgment with confidential records.

GENERAL JOB DUTIES: (Illustrative only)

- Prepares paper court case files for conversion into electronic format: removes staples, fasteners;
- Arranges case file order for imaging according to docket/file arrangement;
- Performs basic data entry into computerized case file indexing module;
- Operates document scanner for purposes of converting paper documents in each case to digital images;
- Verifies imaged document for legibility and accurate reproduction;
- Refiles indexed and imaged case files;
- Performs general office duties including: filing, retrievals, disposition of obsolete paper records.

MINIMUM QUALIFICATIONS: Must have high school diploma or high school equivalency diploma **and**

A.) Graduation from regionally accredited or NYS registered college or university with and Associates Degree in Business or Secretarial Science OR

B.) 2 years of Fulltime paid clerical experience working with legal instruments, records and/or case files in a department of government, law office, or title company which must have included typing and use of personal computer and common applications as a major function of the job.

WAGES: \$ 15.32 hour with 1000 hours maximum per year; some flexibility with schedule. Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

APPLICATIONS: Interested applicants are encouraged to send completed Warren County employment applications to: Warren County Clerk, 1340 State Route 9, Lake George NY 12845.

**Warren County is an EOE/AA employer
www.warrencountyny.gov/civilservice**