



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Office of the County Clerk

Promotional Opportunity

- Job Title:** Senior Index Clerk
- Salary Range:** \$50,278 - \$59,729* (*Based on current merit/step level)
- Work Location:** 40 McMaster Street, Ballston Spa NY 12020
- Classification:** Competitive (**Exam required - Position is being filled on a provisional basis pending the results of a civil service exam to be scheduled at a later date**)

Job Description

This is clerical work involving responsibility for reviewing the work of subordinate clerical County Clerk office personnel and maintaining records for all transactions in the Department. Duties require the reviewing, recording and indexing a variety of legal documents. Work is performed under the direct supervision of the Deputy County Clerk in accordance with predetermined office policy. Incumbents may plan or assign tasks to subordinate level clerks, but are responsible for checking finished work for accuracy and completeness. Individuals in these positions will perform related work as required.

Minimum Qualifications

Candidates must be currently employed in the Saratoga County Office of the County Clerk, serving in a permanent full-time status as an Index Clerk for at least 12 months.

Typical Work Activities (*Illustrative)

- Reviews the work of subordinate clerks means of a clerical audit of all transactions;
- Reviews and records deeds, mortgages, liens, assignments, land contracts, lis pendens, wills, and other legal instruments;
- Reviews and checks routine account keeping records and reports arithmetic and clerical accuracy, completeness and proper extension;
- Computer and accounts for recording and permit fees;
- Assists lawyers, title searchers and the general public in locating recorded documents and answers routine requests for information;
- Prepares a variety of financial and statistical reports;
- May operate typewriters, word processors, remote terminals, calculators or other office standard office equipment.

**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.*



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Additional Information

- This opportunity is being offered on a *provisional* basis pending the results of a Civil Service exam to be scheduled at a later date.

To Apply (Preferred Method - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through April 1, 2025

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 your 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.