



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Clerk's Office

Job Title: INDEX CLERK (HELP's Program)

Salary Range: \$48,058 - \$57,509* (*Based on years of service employed in specified title with Saratoga County)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Non-Competitive (**Exam requirements temporarily waived**)

Job Description

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.

Minimum Qualifications (at least)

- A) Possession of an Associate's Degree in Secretarial Science, Office Management, Business Administration or related field; **OR**
- B) High school diploma or possession of an 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.)

Typical Work Activities (*Illustrative)

- 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;



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- 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.

**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.*

Additional Information

- Excellent benefits, Competitive Compensation Plan, and NYS Retirement System Membership

To Apply (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 the date posted or until the vacancy has been filled

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2026 *****

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.