



ONONDAGA COUNTY CLERK

Recording Clerk (HELPS)

The Onondaga County Clerk's Office serves as the county's primary record keeper and is responsible for a wide range of services. We are successful in our mission to preserve public records, provide quality customer service, and allow public access.

ANNUAL SALARY

\$43,798

POSITION TYPE

This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

Full Time

35 hours/week

M-F

8:30am-4:00pm

BENEFITS

Paid Vacation & Sick Leave

13 Paid Holidays

Health & Dental Insurance

Vision Plan

NYS Retirement Benefits &

Retiree Healthcare

Flex Spending

Work-Life Balance

Professional development

opportunities

WHO SHOULD APPLY?

The County Clerk's office is looking for motivated and dedicated employees to be a part of our cohesive and diverse team! If you have clerical work experience, knowledge of general office terminology, and customer service experience, we encourage you to apply.

WHAT DOES A RECORDING CLERK DO?

Excellent customer service is one of the main responsibilities of this position, both in person and over the phone. Employees in this class must be courteous in dealing with the public and be able to give verbal information clearly. Employees in this class do not exercise supervision.

The work involves performing, under supervision, technical clerical tasks involving the scanning, indexing, recording, and docketing of legal documents and instruments filed in the County Clerk's Office. The work is of routine nature but must be performed according to established procedure as prescribed by law.

WHERE CAN THIS ROLE TAKE YOU?

The County Clerk's office is seeking qualified individuals who wish to have a long-term career in local government. The Recording Clerk position is entry level and may allow for career advancement opportunities.

TYPICAL WORK ACTIVITIES

- Indexes various documents in the alphabetical and/or numerical system.
- Assists the public by providing information and resources regarding departmental procedure, both in person or by telephone.
- Routes calls to the appropriate person or team.
- Provides information regarding recorded instruments.
- Scans documents.
- Performs general clerical tasks including opening, sorting, and distributing mail/packages; typing envelope labels and occasionally preparing correspondence.
- Performs various technical, clerical tasks using a variety of office equipment including a computer and scanner for the purposes of data entry and records management.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages, abilities, and backgrounds.
- Performs other duties as assigned.

MINIMAL QUALIFICATIONS

One (1) year of full-time office experience, or its part time equivalent, the major portion of which involved customer service & data entry.

To apply for this position, please email your resume and the Onondaga County Open Competitive Application to oncclerk@ongov.net