

RECORDING CLERK

The Chenango County Clerk's Office has an immediate opening for a Recording Clerk. Duties involve processing, indexing, recording and filing a variety of documents, calculating and accepting fees, and considerable customer service work. Accuracy, thoroughness and good computer skills are a must.

To qualify candidates must have a HS diploma or GED and EITHER an AS Degree in Secretarial Science, Office Technology, Paralegal Studies, or a closely related field and one year of full-time paid clerical experience which included customer service; OR three years of full-time paid clerical experience which included customer service; OR an equivalent combination of the required education and work experience.

The position pays \$13.84 per hour and includes a full benefits package. Successful completion of a civil service exam at a later date will be required for permanent appointment. For applications contact the Chenango County Personnel Office at (607) 337-1470 or visit www.co.chenango.ny.us/personnel. Applications will be accepted until the position is filled. EEOE M/F/H/V