

CHENANGO COUNTY VACANCY NOTICE

Job Title:	Civil Clerk
Location of Position:	Chenango County Sheriff's Office
Hours per week:	40 hours per week
Responsibilities/Duties:	<p>This is a position in the Civil Division of the Chenango County Sheriff's Office. The work involves the performance of standardized clerical tasks. Incumbents follow provisions of New York Civil Practice Law and Rules and well defined Departmental policies and procedures to effect the service of legal documents and the enforcement of judgments issued by civil courts of the State of New York. A Civil Clerk arranges for the service of summonses and complaints, eviction notices, notices of petition, and other legal documents, processes income and property executions, and performs other clerical duties related to the activities of the unit. In carrying out the duties of the position a substantial amount of time is spent operating an alphanumeric keyboard of a typewriter and computer terminal. Incumbents are normally assigned to work mainly on either the preparation of legal documents for service or the enforcement of judgments but may be required to perform both civil process functions. Work is performed under the direct supervision of the Chief Civil Clerk. Does related work as required.</p>
Minimum Qualifications:	<p>Graduation from high school or possession of a high school equivalency diploma and EITHER:</p> <p>(A) Two years office clerical experience at least six months of which included responsibility for typing; OR</p> <p>(B) An Associate's Degree in Information Processing, Office Technology or a closely related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR</p> <p>(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.</p>
Salary:	\$18.08 per hour
Starting Date:	Immediate opening
To Apply:	For applications, contact the Chenango County Personnel Department at (607) 337-1470 or visit www.co.chenango.ny.us/personnel
<p>Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.</p>	
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