OSWEGO COUNTY
INDEX CLERK

The Oswego County Clerk's Office has an immediate opening for an Index Clerk. This position requires a high degree of accuracy and attention to detail in the recording and indexing of legal instruments. The duties are performed within the scope of laws, office rules, and procedures relating to the indexing, filing and recording of legal documents.

Qualifications: Completion of 60 semester credit hours; **OR** Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; **OR** Three (3) years of clerical experience.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

Pay Rate: $19.81 per hour plus competitive benefit package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

To Apply: Review of applications will begin immediately and continue until the position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: humanresources@oswegocountyny.gov
Web: www.oswegocountyny.gov/humanresources

AA/EEO EMPLOYER