



## OSWEGO COUNTY INDEX CLERK

The Oswego County Clerk's Office has an immediate opening for an Index Clerk. The 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.

Permanent appointment to this position will require successful completion of the civil service examination.

**Pay Rate:** \$17.45 per hour plus competitive benefits 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@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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