

# Greene County Clerk

## Job Announcement – COUNTY CLERK’S WORKER

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Hourly Rate: \$19.84 (Grade 8, Step 0)

*This is a full-time, provisional appointment.  
Permanent appointment is contingent upon Civil Service examination.*

This is an entry-level position, which exists in the County Clerk’s Office and is utilized in both the Department of Motor Vehicles and Records Unit. This position involves the performance and handling of office and computer duties. The duties include various clerical, indexing/coding, recording, researching, filing of various public and legal documents and, issuance of drivers licenses and registrations, learners’ permits and other Department of Motor Vehicle or Records duties. The duties are performed in accordance with established office procedures, policies, and rules. Work is performed under the direction of the County Clerk or the Deputy County Clerks according to the scope of laws relating to the indexing, filing and recording of legal instruments and procedures established by the agency. Does related duties as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of clerical or customer service experience working with the public which shall include **EITHER:**

- A. One (1) year experience in receiving and processing financial transactions
- OR**
- B. One (1) year of experience working with legal documents in a department of municipal government, law office, financial institution, title company, or an automobile dealership.

(e.g., Legal documents are such as: liens, mortgages, deeds, court documents, driver’s licenses and registrations, birth & death certificate, taxes etc.)

**SPECIAL REQUIREMENTS:** No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced driver’s license or non-driver identification card and CDL permits, pursuant to section 503(2)(f-1 or 491(2) of the Vehicle and Traffic Law, unless such employee or agent: 1) is a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check, as required under an agreement between the Department of Motor Vehicles and the Federal Department of Homeland Security, entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with a disqualifying offense as set forth in 49 CFR 1572.103.

Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at:**

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greeneconomy.gov](mailto:hr@greeneconomy.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.