

Greene County Clerk/Records Management

Job Announcement:

RECORDS INVENTORY CLERK (HELP Program) (3 vacancies)

Hourly Rate: \$20.43 (Grade 8, Step 0)

This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

This position involves the responsibility for providing and assisting the staff in performing routine work of the County Records Center. The work is carried out in accordance with established policies and procedures. Work is performed under the direct supervision of the County Clerk and/or the Records Management Director with some leeway allowed for independent judgment. Difficult, technical, or policy problems may be referred to a superior for a decision, review, or judgment. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Microsoft Office applications; Working knowledge of personal computer, networks, office equipment, procedures, and terminology; Working knowledge of software utilized for digitizing records; Ability to assist with the designs of database files and floor plans; Ability to maintain records and documentation; Ability to complete research; Ability to communicate effectively both verbally and in writing; Ability to establish a rapport with others for the purpose of obtaining or conveying information; Ability to follow complex verbal and written instructions; Ability to operate office equipment; Clerical aptitude; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of full time or its part-time equivalent paid work experience in either records, inventory or material management.

SPECIAL REQUIREMENTS AND NOTES:

1. MUST BE ABLE TO BEND, LIFT, AND MOVE IN EXCESS OF 60 POUNDS.
2. Possession of a valid New York State driver's license is required at the time of appointment and must be maintained throughout employment.

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:

[GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#)
(greenegovernment.com)

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.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.