

RECORDS CLERK

This is exacting clerical work of a moderately difficult nature which involves a responsibility for receiving, recording, coding, filing, and retrieving a variety of public records, documents and legal papers. Verifies contents of documents and related materials, and assists the public in the issuance of passports and naturalization papers. Assists the public in securing information from filed documents which are open for public review.

This is a Competitive position. Applicants must meet the stated minimum qualifications. Any appointment would be made on a Provisional basis, pending the future administration of a Civil Service examination.

FOR MORE INFORMATION FOR THIS
POSITION PLEASE VISIT
PUTNAMCOUNTYNY.COM/PERSONNEL



**\$48,670 – \$58,513
PER YEAR**

FULL-TIME

COMPETITIVE

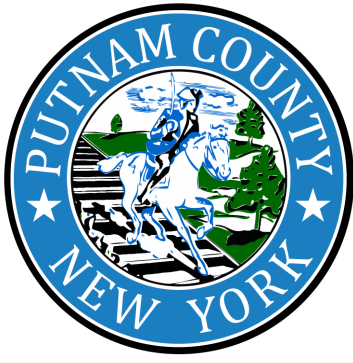
BENEFITS INCLUDED:

- **Dental insurance**
- **Health insurance**
- **Paid time off**
- **Retirement plan**
- **Vision insurance**

LOCATION:

**COUNTY CLERK'S OFFICE
40 GLENEIDA AVENUE
CARMEL NY 10512**

**VIEW BACK TO SEE IF
YOU WOULD QUALIFY!**



RECORDS CLERK

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of office clerical or business experience, which shall have included typing experience.

SPECIAL REQUIREMENTS:

Possession of official New York State Notary Public Commission within six (6) months of appointment, maintained throughout employment.