



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

- 
- TITLE:** **RECORDS MANAGEMENT CLERK**  
(Provisional \* Appointment)
- SALARY:** **\$20.48/HR.**  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.
- LOCATION:** Essex County Clerk's Office, Elizabethtown.
- BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 35 Hour work weeks (Monday-Friday).

**JOB SUMMARY** This position involves responsibility of a specialized nature in cataloging and classifying a variety of records in the County, Towns and Villages. The work is performed under general supervision of the Records Management Officer in accordance with office policies and procedures requiring a high degree of accuracy and thoroughness. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:**  
Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**Posting Date:** September 10<sup>th</sup>, 2024

**Application Deadline:** September 20<sup>th</sup>, 2024

*\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*

**Residency Requirement:** There is no residency requirement.



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