

# HERKIMER COUNTY JOB OPENING

**Department:** County Clerk

**Title:** Senior Recording Clerk  
*Permanent Opening, Full Time*

**Salary:** \$37,253.00 (2025 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and overseeing a variety of legal document processing and recording activities, and independently performing the more difficult and responsible phases of such work. Work is performed under general supervision and in accordance with specific laws, office policies and procedures. Difficult technical or policy problems may be referred to a superior for decision or review of judgment. May supervise subordinate clerical employees. Does related work as required.

## **MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:**

**EITHER:**

- (A) Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's degree in secretarial science, paralegal or closely related field, AND two years of progressively responsible clerical experience working with legal instruments and/or records in a department of municipal government, law office, medical office or title company;

**OR:**

- (B) Graduation from high school or equivalency diploma and four years of progressively responsible clerical experience as described in section (A) above;

**OR:**

- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Must be a United States citizen at the time of appointment.

## **CONTACT**

for further information: Jennifer M DeMetro , County Clerk  
Herkimer County Clerk's Office  
109 Mary Street, Ste 1111  
Herkimer, NY 13350  
315-867-1129

Please Post for 10 Working Days (4/29/2025 through 5/13/2025)