

HERKIMER COUNTY JOB OPENING

Department: Sheriff
Title: Civil Clerk
Permanent Opening, Full Time Position
Salary: \$35,253.00 (2024 base pay rate)

DISTINGUISHING FEATURES OF THE CLASS: This is a civilian position in the Herkimer County Sheriff's Office, Civil Division. The incumbent is responsible for the preparation, distribution and return of a variety of legal documents such as summons and complaints, subpoenas, evictions, warrants of civil arrest, order of seizure, family court orders, civil documents and pistol permit documents issued by the Sheriff's Office. The work is performed under the supervision of the Principal Account Clerk and the Sheriff with some leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, **AND**

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in paralegal studies or a closely related field;

Or:

- (B) Two years of clerical experience in a law office or legal setting or experience processing civil documents;

Or:

- (C) Four years of general clerical experience.

CONTACT

for further information: Sheriff Scott Scherer
Herkimer County Sheriff Department
320 N Main Street, Suite 2900
Herkimer, NY 13350
315-867-1167

Please Post for 10 Working Days (11/12/2024 through 11/25/2024)