

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Clerk Office is in search of:

Index Clerk

2025 Base Salary: \$42,297 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: The work involves responsibility for accurately recording and indexing legal papers filed within the County Clerk's Office. The work is performed under general supervision of a Senior Index Clerk or Deputy County Clerk according to the scope of laws relating to the indexing, filing, and recording of legal instruments and the procedures established by the agency. Supervision of others is not a responsibility of employees in this position. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma and one (1) year of clerical experience where keyboarding was a major function of the position.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO