

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Clerk Office is in search of:

## **Index Clerk**

**Salary:** \$43,566 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 position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until the position is filled.

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

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

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

**EEO**