



DATE: May 12, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Taylor Bruck, Acting County Clerk
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Index Clerk/Typist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Co Office Bldg

SALARY: \$20.91 / hour (Grade 7)

FILL DATE: June 3, 2025

GENERAL STATEMENT OF DUTIES: Performs responsible clerical and typing tasks in the recording and indexing of legal documents; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work requiring a high degree of accuracy and attention to detail in the recording and indexing of legal papers. Duties are performed under supervision of a Senior Index Clerk according to set procedures established by the County Clerk. This class is distinguished from Index Clerk in that this position requires the incumbent be able to type accurately at an acceptable rate of speed.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of office terminology, procedures, routine and equipment; ability to read and understand simple legal documents; ability to understand and carry out written and oral instructions; ability to type accurately at an acceptable rate of speed; ability to obtain cooperation of others; clerical aptitude; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- A. Graduation from high school or possession of a high school equivalency certificate and one year of clerical experience; **OR**
- B. Three (3) years clerical experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.