



DATE: October 17, 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: Receiving and Delivery Clerk / Permanent/Provisional / Full-Time / Benefited

LOCATION: Hall of Records

SALARY: \$ 18.92 / hour (Grade 4)

FILL DATE: November 7, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for receiving records that are transferred for storage, retrieving records requested by customers, refiling records returned from a reference request and completing logs and reports documenting this activity. The work is performed under the direct supervision of the Principal Records Management Technician or another designated higher-level employee in accordance with established policies and procedures with limited leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is normally not a function of an employee in this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the methods and procedures used in receiving, storing and retrieving records in storage; working knowledge of inventory record keeping; ability to make simple arithmetic computations; ability to familiarize oneself with various medical terms, labels, supplies and equipment; ability to get along well with, and secure the cooperation of others; ability to understand and follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; accuracy; thoroughness; honesty; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid or its part-time equivalent, work experience in receiving, storing and delivering records, records, files, documents and associated supplies; OR

B. Two (2) years of full-time paid or its part-time equivalent, work experience in receiving, storing and delivering records, files, documents and associated supplies.

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.