

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE  
IS NOW ACCEPTING APPLICATIONS FOR:**

**RECORDING CLERK**

Hamilton County is accepting applications for a Recording Clerk in the County Clerk's office in Lake Pleasant. Starting salary range is \$36,987 - \$40,013. This is a full-time position with an excellent benefits package.

This work involves responsibility for recording/filing various legal documents. An employee in such a position would be expected to perform duties within the scope of specific laws, office rules and procedures relating to the recording and filing of legal instruments. Typical work activities include recording of mortgages, deeds, liens, court proceedings, actions, pistol permit amendments and other legal documents presented for filing in the County Clerk's office. Does related work as required.

**The candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.**

**Minimum Qualifications:** A.) Graduation from a regionally accredited New York State registered college or university with a two-year degree or greater and one (1) year of clerical, administrative or office management experience which shall have involved use of a computer with various software packages and record maintenance; or  
B.) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined by the limits of A) or  
C.) An equivalent combination of training and experience as defined by the limits of A or B above.

NOTE: Study in a regionally accredited college or university or one registered by New York State may be substituted for the experience on a year-for-year basis.

**Proof of minimum qualifications are required at the time of application.**

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel  
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Lake Pleasant, NY 12108  
(518) 548-6375 / [personnel@hamiltoncountyny.gov](mailto:personnel@hamiltoncountyny.gov)

**Applications accepted until the position is filled.**