



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** 23-026 **POSTING DATE\*: FROM:** 06/16/2023 **TO:** 07/07/2023

**JOB TITLE:** Legal Records Clerk

**RATE OF PAY:** \$19.58/hr

**LOCATION:** District Attorney's Office

**NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND two (2) years full time paid experience, or its part-time equivalent, working with legal instruments\* and records in a department of municipal government or law office or title company.

\* A legal instrument refers to written legal documents such as: birth/death certificate, deed, will, laws, petitions, subpoenas or contract. Please indicate on your application your specific experience with legal instruments.

**APPLICATION DEADLINE / LAST FILING DATE\*:** 07/07/2023

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 2/8/2018

## LEGAL RECORDS CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for receiving, recording, indexing, filing, and retrieval of various confidential and legal documents relative to various civil and criminal actions, and must apply basic knowledge of legal terminology and an understanding of statutes, rules, procedures and policies. The work involves extensive interaction with attorneys, the public and legal community and is performed in accordance with specific laws, office rules and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews documents and legal forms for filing/recording and processing for completeness, compliance to regulations/procedures, and proper acknowledgement;  
 Enters data in appropriate software program(s), maintains electronic files and filing systems;  
 Indexes court record documents in the appropriate computer program;  
 Key or visual verification of the computerized index records and document images to assure correctness and completeness;  
 Secures and charges out documents and records in accordance with a prescribed procedure;  
 Assist attorneys, Judge Law Clerks and law enforcement agencies with court related matters pertaining to the receipt, filing and retrieval of court documents;  
 Assist Attorneys and paralegals with court related matters pertaining to the filing and retrieval of court documents;  
 Assists law enforcement agencies and attorneys by fielding phone inquiries pertaining to public records;  
 Reviews or compiles associated reports as needed;  
 May assist in other clerical activities related to normal operations of the office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the laws governing the indexing and recording of public records, legal documents pertaining to civil and criminal actions and other legal papers; good knowledge of the rules relating to indexing, filing and retrieval of legal documents; good computer skills; ability to deal effectively with the public; ability to understand and carry out oral and written instructions; ability to work accurately and rapidly and to follow a prescribed routine; familiarity with the terminology used and the type of documents filed in a records or legal office; confidentiality; clerical aptitude; thoroughness; accuracy; physical condition commensurate with the demands of the position.

**QUALIFICATIONS:**

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND two (2) years full-time paid experience, or its part-time equivalent, working with legal instruments\* and records in a department of municipal government or law office or title company.

**NOTE:** Advanced education degree received will be accepted in lieu of the minimum education noted.

**NOTE:** Post-secondary education as a paralegal or legal secretary may be substituted for the above experience on a year-for-year basis.

\* A legal instrument refers to written legal documents such as: birth/death certificate, deed, will, laws, petitions, subpoenas or contract. Please indicate on your application your specific experience with legal instruments.

ADOPTED: OCTOBER 3, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE