

# THE HELP PROGRAM

HIRING EMERGENCY LIMITED  
PLACEMENT



*This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.*

## CONTACT

ONTARIO COUNTY HUMAN RESOURCES  
FOR MORE INFORMATION



(585) 396-4465

### EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

### WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.
- Some positions offer remote work opportunities and work hour flexibility.

## WE'RE HIRING: Index Clerk

Starting 2025 Salary: \$50,115 /yr (\$25.70/hr).

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, law office or title company;

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

SPECIAL REQUIREMENT: Candidates must pass a New York State notary public exam within one (1) year of appointment. Employees must maintain active status as a notary during the tenure of employment.

[www.ontariocountyny.gov](http://www.ontariocountyny.gov)

**APPLY TODAY!**

