



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

www.co.ontario.ny.us ~ ~ (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 #: 25-044 **POSTING DATE*: FROM:** 6/24/25 **TO:** 7/31/25

JOB TITLE: Legal Records Clerk

RATE OF PAY: \$25.70/hr. (\$50,115/yr.)

LOCATION: Ontario County Public Defender's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* 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. 7/22/2020

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT

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.

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.

WE'RE HIRING:

LEGAL RECORDS CLERK ONTARIO COUNTY PUBLIC DEFENDER'S OFFICE

Starting 2025 Salary: \$25.70/hr. (\$50,115.00/yr.)

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.

www.ontariocountyny.gov

APPLY TODAY!

