

# 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.
- Some positions offer remote work opportunities and work hour flexibility.

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

*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 DISTRICT ATTORNEY'S OFFICE

*Starting 2026 Salary: \$51,616.50/yr (\$26.47/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 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.

**APPLY TODAY!**



## 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.

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ADOPTED: OCTOBER 3, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE