



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 #: 26-030 **POSTING DATE*: FROM:** 4/7/2026 **TO:** 4/30/2026

JOB TITLE: Senior Index Clerk (Pending) (x2 Positions)

RATE OF PAY: \$28.08/hr.

LOCATION: Ontario County Clerk's Office

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: EITHER:

1. Possession of an Associate's degree, or higher, AND two (2) years full time paid experience, or its part-time equivalent, of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years full time paid experience, or its part-time equivalent, of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company.

MINIMUM QUALIFICATIONS – PROMOTIONAL: Two (2) years permanent Competitive class status as an Index Clerk or three (3) years permanent Non-Competitive class status as an Index Clerk (HELP Program) in the Ontario County, County Clerk.

SPECIAL REQUIREMENT – WITHIN SIX (6) MONTHS OF APPOINTMENT: Candidates must possess an active New York State Notary Public License, within six (6) months of appointment, and maintain such license throughout the tenure of employment in the position.

SPECIAL REQUIREMENT – WITHIN ONE YEAR OF APPOINTMENT: Candidates must successful complete the Passport Acceptance Agent Training from the U.S. Department of State within six (6) months of appointment. Employees must maintain an active certification as a Passport Acceptance Agent during the tenure of employment.

APPLICATION DEADLINE / LAST FILING DATE*: 4/30/2026 or 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

SENIOR INDEX CLERK

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 – OPEN-COMPETITIVE: EITHER:

1. Possession of an Associate's degree, or higher, AND two (2) years full-time paid experience, or its part-time equivalent, of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years full-time paid experience, or its part-time equivalent, of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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SPECIAL REQUIREMENT – WITHIN ONE YEAR OF APPOINTMENT: Candidates must successfully complete the Passport Acceptance Agent Training from the U.S. Department of State within six (6) months of appointment. Employees must maintain an active certification as a Passport Acceptance Agent during the tenure of employment.

DISTINGUISHING FEATURES OF THE CLASS: The Senior Index Clerk performs moderately complex and varied clerical work involving the review, indexing, recording, and processing of deeds, mortgages, civil and criminal court documents, and other legal instruments filed in the County Clerk's Office. The position is responsible for examining documents for filing, maintaining official records, and assisting the public and legal community in matters related to recorded documents and court filings. The Senior Index Clerk is authorized to act as Deputy County Clerk, for and in place of the County Clerk, to ensure the delivery of services and proper processing of official documents and papers. Work is performed under the direct supervision of the County Clerk or other higher-level administrator. Supervision may be exercised over the work of the Index Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews, processes, indexes, records, and files deeds mortgages, liens, court actions, wills, decrees, and other legal instruments;

Continued on Page 2

SENIOR INDEX CLERKTYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Examines legal documents for correctness, completeness, and recordability; compares indices with originals to ensure accuracy;

Processes and manages confidential and files; assign security access levels;

Downloads, scans, and transmits civil action documents from e-recording and e-filing platforms;

Operates office equipment and computer systems for indexing, data entry, and retrieval;

Supervises and instructs subordinate staff in specialized details of recording and indexing work;

Provides training on processes and procedures to staff;

Recommends processes efficiencies and assignment of work for best practices and operation of the office;

Assigns documents to subordinates for processing, including mortgages releases, assignments, civil and criminal papers, etc.;

Computes and collects recording fees, mortgage taxes, and other fees;

Issues filing receipts and permits (e.g. pistol permits and Veteran Vendor Permits);

Prepares and transmits mortgage tax reports, affidavits, and related documentation;

Maintains communication with New York State Tax Department on mortgage tax issues;

Maintains communications with courts, judges, and the County Bar Association regarding confidential files and e-filing issues;

Assists the public, lawyers, and title searchers in locating records and obtaining certified copies;

Prepares correspondences and answers telephone inquiries regarding established policies and procedures;

Prepares daily bank deposits and assists in maintaining financial records of the department;

Assists in budget preparation and statistical reporting of the department;

Reviews and processes passport applications; takes passport photos; notarize forms and paperwork;

May assist in other clerical activities related to normal operations of the County Clerk's office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the regulations, rules, laws, and policies governing the indexing and recording of deeds, mortgages, civil and criminal actions and other legal documents and the rules relating to indexing generally;

Good knowledge of the terminology used and the type of documents filed in a County Clerk's office;

Good knowledge of office terminology, procedures, and modern office practices;

Working knowledge of mortgage tax procedures and reporting requirements;

Good computer skills;

Ability to deal effectively with the public;

Ability to examine legal documents for completeness, accuracy, and recordability;

Ability to understand and carry out oral and written instructions;

Ability to plan and supervise the work of others;

Ability to work accurately and rapidly and to follow a prescribed routine;

Ability to communicate effectively in English both orally and in writing;

Ability to maintain accurate records and prepare reports;

Clerical aptitude; Thoroughness; Accuracy; Tact and good judgment;

Physical condition commensurate with the demands of the position.

APPROVED: MARCH 19, 2026

REVISED: 4/3/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES