

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
IS NOW ACCEPTING APPLICATIONS FOR:**

ASSISTANT DEPUTY COUNTY CLERK

There is an immediate opening in the County Clerk's office for a Assistant Deputy County Clerk. The starting salary is \$42,813 - \$45,839 annually. This is a 35-hour work week position. You must also apply for the Assistant Deputy County Clerk examination when it is held.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

This position involves responsibility for performing administrative and supervisory duties related to the provision of required services and activities in the County Clerk's Recording Office and the Motor Vehicle Office. The Assistant Deputy is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. The accuracy of the work and attention to detail are of major significance and utmost importance because of the types of documents and papers that are recorded. The Assistant Deputy is responsible for administering the day-to-day operations of the Department of Motor Vehicle's Office. Administrative direction is received from the County Clerk with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over all subordinate department staff. Performs related work as required.

Minimum Qualifications:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of supervisory experience; or
- B.) Graduation from a regionally accredited or New York State registered college or university with an Associates' degree and one (3) year of supervisory experience; or
- C.) An equivalent combination of training and experience as defined by the limits of A.) and B.) above.

Promotional Qualifications: Five (5) years as a Motor Vehicle Clerk and at least one (1) year as Senior Motor Vehicle Clerk.

Proof of minimum qualifications are required at time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel, 102 County View Drive, PO Box 174, Lake Pleasant, NY 12108 | (518) 548-6375 / personnel@hamiltoncountyny.gov

APPLICATIONS ACCEPTED UNTIL DECEMBER 20, 2024