

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Sheriff's Department In-House Opportunity

Civil Clerk

\$50,265 - \$62,832

DATED: September 17, 2025

LAST DAY FOR FILING: September 30, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical and account keeping tasks involving the application of standardized account keeping practices in maintaining and reviewing legal financial accounts and records for the Sheriff's Department. The incumbent is responsible for entering and retrieving information using computer/spreadsheet software including processing pistol permit applications maintaining detailed records of legal civil accounts, permit applications and fees. Civil Clerks work under general supervision on standard assignments in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Receives and reviews all civil processes to insure accuracy and completeness of information, making necessary records and completing the process as mandated by law;
- Reviews and prepares incoming pistol permit applications for processing, ensuring accuracy and completeness of information;
- Fingerprints applicants in processing pistol permit applications by electronic or ink method;
- Receives monies, records and issues receipts, deposits monies and makes payments in accordance with the applicable law or court order;
- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
- Assists the public in the acquisition and proper disposition of fire arms;
- Reviews account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Assigns summons and complaints, executions, income executions, notices of garnishee, evictions, show case orders, orders of attachments, petitions and citation to deputy sheriffs for service upon a party, based on geographic area normally patrolled by deputy;
- Compiles data for and assists in the preparation of simple financial and statistical reports;
- Performs incidental typing on reports/accounts;
- Compiles payroll data, prepares, reviews for accuracy, and submits payroll templates for processing;
- Operates computing, calculating, check writing and other office machines;
- Answer telephone, take messages or provide callers with information as needed;
- May perform other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern methods used in keeping and checking financial accounts and records; working knowledge of office and legal terminology, procedures, equipment, business math and business English; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to make complex arithmetic computations involving fractions, decimals and percentages accurately; ability to establish and maintain effective working relationships with others; ability to analyze and organize data and prepare records and reports; ability to understand and follow oral and written instructions; ability to perform close, detail work involving considerable visual effort and concentration.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience.

NOTE: Successful completion of coursework in accounting, business administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.

BACKGROUND INVESTIGATION: Applicants will be required to undergo a State and National Criminal History Background Investigation, which will include a fingerprint check, and investigative background check to determine suitability for appointment. Failure to meet the standards for the background investigation will result in disqualification.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov.