

FULTON COUNTY SHERIFF'S DEPARTMENT
ANNOUNCES THE FOLLOWING:

CIVIL CLERK (HELP PROGRAM)

FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA COUNTY
RESIDENCY IS REQUIRED

This is a temporary vacancy

This is a non-competitive position.
No civil service examination required for appointment.

2026 Salary: \$19.39 - \$22.81

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Reviews, prepares and distributes civil legal documents for service including summons and complaints, subpoenas, evictions, warrants of civil arrest, order of seizure, family court orders, etc;

Distributes, receives, reviews and processes pistol permit applications and amends pistol permits including additions, deletions, change of address, etc;

Records delivery of civil documents and returned proof of service to attorney, court or individual requesting service;

Receives and posts fees and payments to various accounts including service fees, income executions, voluntary and garnishee payments, pistol permit application and amendment fees, etc;

Calculates principal, interest, and poundage according to the Accounting Procedures for County Sheriff's governed by the NYS Comptroller;

Provides and distributes information to courts, attorneys and private citizens with regard to civil office policy and procedures;

Works with attorneys and private citizens on information needed to properly complete legal documents processed by civil office;

Distributes motor vehicle accident reports;

Orders office supplies and printed material for the Sheriff's Department;

Keeps records and prepares a variety of reports as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in paralegal studies, criminal justice or a closely related field;
Or
- (B) Two years of clerical experience in a law office or legal setting, experience processing civil documents or experience in the criminal justice field; Or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

If qualifying by (A) or (C):

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: 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.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.