

**WARREN COUNTY CLERK
NOTICE OF ANTICIPATED VACANCY**

**SENIOR LEGAL RECORDING CLERK
(Re-Issued 7/29/2026)**

The Warren County Clerk's office is seeking candidates for the position of Senior Legal Recording Clerk. This is a complex position requiring demonstrated understanding of the duties, responsibilities and services of the Office of the County Clerk. The incumbent will have specialized knowledge of the processes necessary for the recording and filing, indexing and imaging of documents and legal instruments relative to real property and civil court proceedings in the office of the County Clerk, including e-recording as set forth by Ch 549 Laws of NY 2011 and be knowledgeable of applicable fees and taxes. It is a supervisory position requiring oversight of the processing of documents by subordinates and includes resolving problem transactions, training of subordinates, and coordinating of office work activities. Duties are performed independently. Serves under the County Clerk/Deputy. Does related work as required.

SALARY: \$ 53,576 (2026 Base Salary)

MINIMUM QUALIFICATIONS:

- A) Paralegal degree and two (2) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, government real property, legal or court office; or
- B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience working with legal instruments and land records in a law office, abstract/title company, real estate office, lending institution, governmental real property, legal or court office.

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

Applications accepted until position is filled.

Interested candidates should submit a Warren County application, resume, and cover letter to:

Carrie L. Black, County Clerk
Warren County Municipal Center
1340 State Route 9
Lake George, New York 12845
or
blackc@warrencountyny.gov

Applications may be obtained from <http://www.warrencountyny.gov/jobs>
Or by clicking [here](#).

Warren County is an Equal Opportunity/Affirmative Action Employer