

# RECORDS MANAGEMENT SPECIALIST



Jefferson County Clerk's Office is seeking a Records Management Specialist to examine non-current and archival public records kept, made, filed, or received by the offices and departments of Jefferson County to determine their value, use, and most suitable method of preservation, storage, and disposition.

**Salary Range:** \$26.97 - \$33.60 per hour

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Comprehensive Health Plan, Including Vision
- Candidates may be eligible for the Public Service Loan Forgiveness program
- Dental Insurance
- Flex Spending Account
- Sick Leave
- Paid Vacation
- Tuition Reimbursement

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; or

(B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of clerical experience which involved the filing, organizing, and storing of records.

**\*Jefferson County is an Equal Opportunity Employer\***

**Civil Service Exam Required for Permanent Appointment.**

**Applications will be accepted until the position is filled,  
first review of applicants will be March 27, 2026.**

**Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>**

**Or submit a paper application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.



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[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

