

RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves reviewing and recording a variety of legal instruments entered in permanent records in the office of the County Clerk. This position involves responsibility for processing and recording various legal documents filed and recorded in the County Clerk's Office. Employees in this position are expected to independently perform their duties within the scope of specific laws, office rules and procedures relating to the recording, indexing and filing of legal instruments. Supervisors are available for consultation on unusual problems and provide instruction on new or difficult assignments. The work is performed under the general supervision of a higher-level employee with leeway permitted for the exercise of independent judgment. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Receives, prepares, examines and records deeds, mortgages, liens, assignments, land contracts, lis pendens, agreements, wills, decrees and other legal instruments presented for filing and recording;
- Compares index with original documents to assure completeness and correctness;
- Computes and collects recording fees or taxes for a variety of legal documents;
- Issues stamps or receipts and accounts for monies received;
- Conducts searches or assists the public in searching for documents or recorded data as requested;
- Conducts routine correspondence and answers telephone requests on matters where policy and procedures are well defined;
- Examines, prepares and indexes a variety of legal instruments relating to civil and criminal matters;
- Maintains files of legal instruments and related materials;
- Issues conservation licenses, collects fees and prepares related reports;
- May be required to type minor records and reports for which skilled typing is not necessary;
- May operate mimeograph, computing, calculating or other office machines;
- Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to readily acquire knowledge of and familiarity with pertinent regulations, rules, laws and policies governing the examination, recording and indexing of legal documents filed or recorded in the office of the County Clerk; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to deal effectively with the public; ability to write legibly; clerical aptitude; accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND - EITHER-**

- (A)** One year of clerical experience working with legal instruments and/or records in a department of municipal government, law office, medical office or title company;
- Or** **(B)** Two years of general clerical experience;
- Or** **(C)** An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Study in a regionally accredited or New York State registered college or university or a business school registered by New York State, may be substituted for the experience on a year-for-year basis.

SPECIAL REQUIREMENT: Must be a United States citizen at the time of appointment.