

SENIOR RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and overseeing a variety of legal document processing and recording activities, and independently performing the more difficult and responsible phases of such work. Work is performed under general supervision and in accordance with specific laws, office policies and procedures. Difficult technical or policy problems may be referred to a superior for decision or review of judgment. May supervise subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Examines legal documents to ensure they meet the statutory requirements for filing and recording;
- Performs the duties of a Notary Public as required by law;
- Maintains accounts of all fees received on behalf of various State agencies and prepares monthly report of these fees;
- Maintains a register of filed documents;
- Examines, docket, and files default judgments;
- Conducts correspondence and answers telephone requests on matters where policy and procedures are well defined;
- Assists in preparation of annual report collection of data and compiled statistics;
- Examines mortgages, determines taxes involved, collects fees and enters necessary recording data;
- Input information into computer record;
- Conducts searches for documents or recorded data as requested by the public;
- Types correspondence and various record entries;
- Prepares bank deposits for monies received and keeps related records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the regulations, rules, laws, and policies governing the recording and indexing of deeds, mortgages and other legal documents filed or recorded in the office of the County Clerk; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to deal effectively with the public; ability to prepare correspondence and reports; ability to solve moderately complex clerical problems; initiative and resourcefulness; tact and courtesy; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered two year college or business school with an Associate's degree in secretarial science, paralegal or closely related field, AND two years of progressively responsible clerical experience working with legal instruments and/or records in a department of municipal government, law office, medical office or title company; **Or**

(B) Graduation from high school or equivalency diploma and four years of progressively responsible clerical experience as described in section (A) above; **Or**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

Competitive Class

Revised 07/29/1999 Personnel Officer

Revised 06/02/2015 Personnel Officer