

## CLERK - COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class receives and records, by computer or manually, a variety of legal and/or land record documents relating to the Courts, Passports, Pistol Permits, Trades Licensing and to Real Property submitted by the public, title companies and attorneys. Incumbents receive documents and ensure their completeness and legibility; index and record documents; maintain files; and perform general clerical functions within the scope of specified laws and established office procedures. Incumbents may examine documents for legality and validity; however, all examined documents are subsequently proofread and verified by a Senior Clerk-County Clerk or other appropriate higher level staff member. Incumbents perform work by using computer imaging equipment, computer terminals, microfilming equipment, and other office equipment. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Receives and reviews legal and/or land record documents such as judgments, mortgages, deeds, liens, powers of attorney, uniform commercial codes, business certificates, pistol permits, and various other documents filed in the Office of the County Clerk;

Checks legal and/or land record documents for completeness and legibility;

Indexes (either manually or by computer) and files all legal and real property related documents;

Examines documents for conformance to governing laws, rules and regulations and submits same to a Senior Clerk-County Clerk or other appropriate higher level staff member to certify documents validity;

Makes computer and/or hand written entries to records in accordance with established office procedures;

Compares computer printouts and images with documents to ensure accuracy and legibility of index;

Assists members of the public in finding records in files and through computer recall;

Responds to inquiries concerning the filing, receipt, disposition, processing and recording of legal and/or land records;

May compute and collect fees relating to legal and land record documents;

Makes entries on cards, letters, memoranda, reports, and other documents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of alphabetical, numerical, geographical, and/or other filing systems; knowledge of modern office procedures, including the use of office machines and labor saving devices; ability to read and comprehend legal terminology; ability to understand and carry out oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; initiative; ability to deal tactfully with others and to interact in a positive manner with the public; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) one year of clerical experience using automated systems; or (b) satisfactory completion of 60 credits\* from a college or university, business school, or paralegal program; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.