

SENIOR CLERK - COUNTY CLERK (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for participating in examining and receiving, by computer or manually, legal and/or land record documents relating to the Courts, Passports, Pistol Permits and Real Property submitted by the general public, title companies and attorneys. Duties include receiving documents by using established guidelines and procedures; examining documents for completeness, legibility and conformance to governing laws, rules and regulations; and indexing and recording such documents within the scope of specified laws and established office procedures. Incumbents perform these functions by using computer imaging equipment, computer terminals, microfilming equipment, and other office equipment. Duties require proficiency in both Spanish and English, providing interpretive and information services. Guidance is provided to Clerk-County Clerks as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

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

Certifies and approves that examined legal and land record documents and instruments are valid and consistent with legal and real property laws, rules and regulations;

Responds to all inquiries concerning the filing, receipt and disposition of legal and/or land record documents via telephone or by providing assistance at information counters;

Computes and collects fees relating to legal and land record documents;

Assists other governmental agencies in the processing and recording of certain legal documents;

Guides Clerks or other data entry personnel and participates in making entries on cards, letters, memoranda, reports, and other documents;

Processes applications for United States Passports;

Processes applications, re-certifications and amendments for pistol permits;

Operates office equipment such as microfilm, microfiche and duplicating machines, processors or cameras;

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 needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetical, numerical, geographical, and/or other filing systems; good knowledge of modern office procedures, including the use of automated office equipment and other labor saving devices; good knowledge of the laws governing the indexing and recording of deeds, mortgages, and other legal documents; good knowledge of the real property law relating to the recording of instruments in regard to real property; ability to read and comprehend legal terminology; ability to understand and carry out oral and written directions; ability to deal tactfully with others; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; neat personal appearance; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of clerical experience using automated systems.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the required 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.