

SENIOR OFFICE ASSISTANT (COUNTY CLERK)
(FOR TEMPORARY POSITIONS)

GENERAL STATEMENT OF DUTIES: Assists in the filing, recording, retrieving of legal and land records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for filing, retrieving and returning files in the Office of the County Clerk. The incumbent is also responsible for recording and indexing legal records manually and by computer; interacting with the public by responding to questions over the telephone and over the counter. Positions in this classification are filled only on an hourly temporary basis.

EXAMPLES OF WORK: (Illustrative Only)

Receives, files, records and indexes documents accepted over the counter and from the courts;

Files and retrieves documents such as matrimonial and judgements;

Assists members of the public in filling out and processing passport and application forms;

Reviews documents to insure compliance with pertinent laws under the supervision of an immediate supervisor;

Photostats all needed documents pertaining to the Legal and Land Records divisions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the alphabet and numerical system; knowledge of general office procedures; familiarity with the typewriter or computer keyboard; ability to file with accuracy and speed; ability to relate with the public in an appropriate and helpful manner; ability to follow supervision; physical ability to work long periods of time on one's feet; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or general equivalency diploma and (a) one year of work experience; or (b) 30 credits of college course work*; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

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

West. Co.
J. C.: Competitive
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Job Class Code: H0077
Flat Rate