

STAFF ASSISTANT (COUNTY CLERK)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the receiving, screening, processing, indexing, filing and recording of all documents (legal, land records, licensing, and naturalization) by computer or manually, in the Office of the County Clerk. Responsibility may also involve guiding and instructing subordinate personnel in the operation of equipment used to duplicate legal documents, maps, and other documents, or providing guidance in procedures for data entry, filing and retrieving, and storage of documents. Supervision is exercised over Records Clerks, Senior Clerk-County Clerks, Clerk-County Clerks and other support staff as assigned. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in receiving, examining, recording and storing documents submitted to the Office of the County Clerk; ensures the accuracy and completeness of documents received;

Supervises and participates in the imaging of documents filed in the County Clerk's Office;

Trains and supervises clerical staff responsible for maintaining automated systems and records in accordance with policies and procedures;

Enters legal judgments, ensuring the accuracy of filed documentation, advising the public of proper filing procedures, and maintaining records of judgments filed;

Makes calculations needed in the process of entering legal judgments;

Maintains contact with Court officials regarding legal judgments, records or documents;

Advises the public and officials on proper procedures regarding the filing of documents as required;

Computes recording fees for legal documents in the assigned divisions of the County Clerk's Office;

Responds to inquiries, verbally or in writing, regarding unit and other office procedures and services; routes complex inquiries to supervisor for assistance or resolution;

Gathers legal documentation and provides information to supervisors for the review of complex cases for compliance with relevant laws or regulations;

Supervises daily computer print-outs of legal filings with hard copies to check for accuracy and ensures corrections as needed;

Maintains, updates and verifies the computerized index system;

Ensures the maintenance of records on the disposition of cases before the Court;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Performs related clerical and administrative tasks to ensure the smooth and effective operation of services;

Reviews real property documents and maps to ensure conformance with pertinent laws;

Confers with attorneys and the public on technical, procedural and informational matters related to legal and/or land recording;

Collects the New York State Transfer tax for all deeds;

May act as Public Information Officer for Division under assignment;

Ensures compliance with New York State regulations concerning the issuance of passports and notaries;

Ensures compliance with all Federal regulations pertaining to Naturalization and Immigration to provide U.S. citizenship for residents of Westchester County;

May notarize documents for the public if qualified as a New York State Notary Public;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the types and uses of legal and real property documents; good knowledge of New York State Real Property Laws; knowledge of Federal Naturalization Laws, passport regulations and firearm procedures; familiarity with modern office procedures, including the uses of automated office equipment and other labor saving devices; ability to recognize, classify and process legal documents; ability to train employees; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and five years of experience where the primary function of the position was the processing of legal documents, land records, licensing documents and/or naturalization documents.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four 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.

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