

RECORDING CLERK

Job Code: 6909 (FT); 6921 (PT)
Location: Tioga County Clerk's Office
Classification: Competitive
Salary: CSEA SG V
Adopted: 10/08; 05/14 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for recording, indexing and researching various legal documents filed in the County Clerk's Office. The duties of the position are performed within the scope of specific laws, office rules, and procedures relating to indexing, filing, recording and researching of legal instruments. This class is distinguished from Clerk in the specialized nature of the work and documents involved. Additionally, due to the function of the County Clerk's Office, incumbents will be involved with handling money and maintaining financial records. The work involves extensive interaction with the public, both in person and on the telephone. Work is performed under the general supervision of the County Clerk with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares alphabetical, geographic and other indices of mortgages, deeds, liens, court proceedings, actions, and other legal documents prepared for filing in the County Clerk's Office and enters them in docket books or a computer;
- Computes and collects recording fees or taxes for a variety of legal documents;
- Compares indexes with original documents to assure accuracy and completeness;
- Prepares bank deposits, balances daily spreadsheets to money taken in the previous day, and balances spreadsheets to the end of the month;
- Reviews and processes passports, and notary renewals;
- Assists customers with researching for documents or recorded data as requested
- Acts as a cashier at customer counter by: determining fees, taking cash payments, and when necessary, making change;
- Operates a variety of office equipment including a computer, typewriter, scanner, microfilm, and adding machine;

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of the laws governing the indexing and recording of deeds, mortgages, liens and other legal documents and the rules relating to indexing; good knowledge of the terminology used and the type of documents filed in the County Clerk's Office; good knowledge of modern office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to read and understand legal documents; ability to make arithmetic computations accurately and rapidly; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of speed; ability to follow written and oral instructions; ability to organize and maintain accurate records and files; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; **OR**
- (b) Two (2) years of full-time (or the equivalent part-time) paid experience working with legal instruments or financial records in an office setting which provided customer service; **OR**
- (c) An equivalent combination of education and experience.