

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PRINCIPAL RECORDING AND INDEX CLERK **GRADE:** 09

TITLE ABBREVIATION: PRIN REC/IDX CLK **TITLE NO.:** 6521

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: COUNTY CLERK'S OFFICE **DIVISION:** _____

SUPERVISOR'S TITLE: DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the supervision and participation in the recording and indexing of legal instruments and documents affecting property titles, as well as the coordination of the reproduction operation and supervision of employees responsible for the scanning process within the department of County Clerk. This class differs from that of Senior Recording and Index Clerk by virtue of the complexity of the work performed and supervisory responsibilities. Supervision received from the Deputy County Clerk may include a review of the indexing of court or other documents. Supervision is exercised over Recording and Index Clerk personnel engaged in indexing, recording and filing work as well as subordinate employees assigned to reproduction services. This position involves considerable contact with outside agencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and assists in work performed in the Recording and Indexing Sections, such as indexing various court documents, various liens and agreements, index and slip print no-fee documents, etc., and in checking validity of said instruments when required before recording;

Supervises, trains, and implements procedures for review of filing of complex Supreme and County court legal documents;

Ensures that all electronic documents are synced and properly entered into county and state websites and that errors are corrected before finalization;

Supervises and participates in reproducing documents, records and maps, reductions and enlargements utilizing various types of equipment and processes;

Maintains control over quality of scanned images and photocopies of maps and recorded documents and assigns tasks such as numbering and replacing scanned pages of recorded material, proofreading/verifying;

Supervises the performance of various routine maintenance tasks and the making of minor repairs to reproducing equipment and if needed, contacts outside service technicians to arrange for repairs;

Supervises and processes all papers pertaining to the applications for pistol permits and amendments, including correspondence with related agencies and court personnel;

Supervises the typing and processing of various certificates that have to be prepared by County Clerk;

Supervises the filing, scanning and indexing of subdivision, condominiums, and right of way maps and sends notices to planning boards of respective towns and villages;

Calculates and processes judgments for filing;

Maintains production and billing records and may assist in daily balancing maintenance of cash receipts;

Oversees the returning of documents (i.e. deeds, mortgages) after they have been verified;

Keeps abreast of updated electronic filing rules, uniform court rules, and legislation relating to recording and indexing documents;

Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments;

May supervise and assist the passport area.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legal instruments and records affecting titles to property; thorough knowledge of the laws relating to documents and legal instruments; thorough knowledge of the methods of indexing such instruments and records and of places of references, as well as the indexing of other recorded documents and legal instruments; thorough knowledge of methods of tracing titles to property; good knowledge of the techniques utilized in the operation of reproduction machines and equipment; good knowledge of the techniques used in the scanning process; skill in keyboarding; ability to distinguish between various similar types of legal instruments and documents; ability to develop letters and reports; ability to lift a minimum of 25 pounds; ability to write legibly; ability to supervise and deal effectively with people; ability to understand and effectively carry out complex oral and written directions; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience involving knowledge of legal instruments and records, one (1) year of which involved the supervision of others.

SPECIAL REQUIREMENT: Incumbent will be required to become a NYS commissioned Notary Public and Passport Acceptance Agent within six months of appointment.

NOTE: Keyboarding proficiency will be evaluated during the probationary period.

Revised: 6/28/23