

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** PRINCIPAL REGISTRY CLERK **GRADE:** 12

**TITLE ABBREVIATION:** PRIN REG CLK **TITLE NO.:** 6522

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

**DEPARTMENT:** OFFICE OF THE COUNTY CLERK

**SUPERVISOR'S TITLE:** COUNTY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for receiving and appropriately processing all public records, documents and monies received by the Office of the County Clerk. Supervision is exercised over receiving staff. This class differs from that of Senior Registry Clerk by virtue of the degree of responsibility, accountability and level of supervision exercised. The work is performed under the general supervision of the County Clerk or Deputy County Clerk with leeway to exercise independent judgment in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the process of public records, documents and legal papers, received into the Office of the County Clerk, including documents recorded electronically (eRecording);
2. Ensures e-recording queue remains at an acceptable turn-around dates; troubleshoot questions or issues;
3. Contacts appropriate eRecording vendor when errors occur (i.e.: documents needing to be voided, discrepancies in financial reports, requests for expedited documents) and works to come up with a resolution;
4. Supervises the maintenance of the daily record of mortgage tax and real estate tax;
5. Assumes responsibility for all monies received in the County Clerk's office; balances receipts and prepares daily deposits to various accounts;
6. Maintains and processes criminal fine payments, ensures that fees are applied correctly, and accurate records of payments are kept; produces monthly reports;
7. Maintains records of mortgage tax, transfer tax and other accounts and maintains daily records of all documents received;;
8. Prepares various financial and statistical reports submitted to the County Clerk, Commissioner of Finance and the New York State Tax Commission;
9. Provides detailed information to attorneys, courts, title companies, and the public relating to procedures involved in the recording and filing of documents;

10. Trains new employees in the specialized work of the unit including training on recording requirements and reviewing documents;
11. Provides refresher trainings and keeps staff abreast of new requirements from NY State and local municipalities;
12. Uses computer applications such as spreadsheets, power point, word processing, calendar, e-mail, and database software in performing work assignments.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of State and Local tax regulations; good knowledge of account keeping and record keeping practices, including eRecording processes; good knowledge of the laws relating to documents and legal instruments; good knowledge of the terminology and procedures involved in the filing and processing of public documents; good knowledge of office management; working knowledge of registry processes including but not limited to notary public appointments, index numbers, notes of issue, jury demands and penalty fines, ability to prepare correspondence, reports and other materials; ability to lead and direct the work of others; initiative; ability to carry out complex oral and written instructions; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Completion of sixty college credits and three (3) years of clerical or administrative experience working with legal instruments or accounting records, one year of which shall have involved overseeing or directing the work of others; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical or administrative experience working with legal instruments or accounting records, one year of which shall have involved overseeing or directing the work of others; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Salary Grade Change/Revised: 10/15/22 AT**