

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECORDING AND INDEX CLERK **GRADE:** 06
TITLE ABBREVIATION: RECORD/INDX CLK **TITLE NO.:** 6557
JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: COUNTY CLERK **DIVISION:** _____
SUPERVISOR'S TITLE: DEPUTY COUNTY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the recording of legal documents, the interpretation of instruments affecting titles to property, and the inter-relationship of such instruments affecting property in the County. The work entails preparing abstracts of legal records and making entries, both data entry and handwritten in document books. The work requires general understanding of specific laws, rules, procedures and policies. Work is performed under the direct supervision of the Deputy County Clerk who ensures that operations are performed according to set standards of accuracy and detail. An incumbent in this position may be assigned during peak periods to another work area within the County Clerk's office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts incoming documents received in person, via mail, by subject matter;

Verifies all land documents requiring a high degree of accuracy and thoroughness;

Records complex and timely documents which requires searching out chain of title to ensure correct noting and verification;

Prepares for numbering, arranges and indexes legal documents, (deeds, mortgages, assignments of mortgages, releases, consolidations, agreements, and other legal instruments pertaining to property), proofreads, makes photocopies;

Makes marginal notes on recorded instruments or by data entry and assists in booking and paging mortgage satisfactions;

Makes entries in computer and various books, (business certificates, certificates of incorporation, wage assignments, town and county oaths, certificates of conviction and commitment) and dockets, (judgments, mechanics liens, Federal Tax liens); and records satisfactions in same;

Processes all appeals filed and transmits (by request or subpoena) these files to the Appeals Courts; transfers Supreme Court and County Court files to other counties or Justice Courts; transmits all files requisitioned by the Courts; and processes all files returned;

Searches original documents for recording transfers, and searches other legal records for information requested by individuals, then prepares requisitions for copies for mailing;

Sorts, logs, delivers all mail and all processed documents to proper parties, including typing of envelopes and mailing;

Processes and files requisitions and receipts;

Performs numerous routine clerical details, such as office filing, answering telephone, operating postal meter, preparing and numbering business certificates, preparing and numbering, arranging, and indexing (under supervision) legal documents, typing various materials related to office operations and assisting the public with inquiries;

When assigned to an area other than Recording and Indexing, may perform duties involving operating various types of machines and equipment for reproducing copies of a variety of documents and records;

Operates a keyboard and makes entries into computerized information/word processing systems;

Issues and records pistol permits and passport application and accepts documents of filing maps, collects fees and issues receipts for monies;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of legal instruments and records affecting titles to property; good knowledge of the methods of indexing legal instruments and recording such records; good knowledge of standard methods of property description and ability to determine the location of property, so describing; good knowledge of laws and procedures relating to indexing and searching; good knowledge of standard office terminology, procedures, routines and equipment; skill in keyboarding; ability to write legibly; ability to understand and follow oral and written instructions, initiative; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience which shall have included the use of computer/keyboard equipment; OR

(B) Successful completion of a one-year traineeship as a Recording and Index Clerk Trainee.

Special Requirement: Incumbents will be required to become a NYS commissioned Notary Public.

NOTE: Position requires ability to lift 25 pounds.