

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECORDING AND INDEX CLERK TRAINEE **GRADE:** 5

TITLE ABBREVIATION: RECORD/INDX CLK TR **TITLE NO.:** 565510

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: This is an entry-level traineeship in the County Clerk's Office. Appointees to this class are provided training for a period of one year consisting of on-the-job training while performing increasingly responsible and independent duties related to 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. Upon the successful completion of the training program, the employee is promoted to the full performance position of Recording and Index Clerk without further examination. 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:

Receives training on how to sort incoming documents by subject matter;

Receives training on the preparation for numbering, arranging and indexing legal documents, (deeds, mortgages, assignments of mortgages, releases, consolidations, agreements, and other legal instruments pertaining to property), proofreads, makes photocopies;

Receives training on how to make marginal notes on recorded instruments or by data entry and assists in booking and paging mortgage satisfactions;

Receives training on making 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 receives training on records satisfactions in same;

Receives training on how to processes appeals filed and how to transmit (by request or subpoena) these files to the Appeals Courts; receives training on transferring Supreme Court and County Court files to other counties or Justice Courts; receives training on transmitting files requisitioned by the Courts; and processes all files returned;

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Receives training on 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, receives training on performing duties involving the review and processing of all types of transactions related to the licensing of drivers of motor vehicles and the registration of such vehicles or may be required to operate 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of legal instruments and records affecting titles to property; good knowledge of the methods of indexing legal instruments and recording such records; working 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; working 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: Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience which shall have included the use of computer/keyboard equipment.

NOTE: Position requires ability to lift 25 pounds.

Adopted: 10/15/22