

ORANGE COUNTY CLASS SPECIFICATION

TITLE: REGISTRY CLERK **GRADE:** 08

TITLE ABBREVIATION: REGISTRY CLERK **TITLE NO.:** 6559

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

DEPARTMENT: COUNTY CLERK **DIVISION:**

SUPERVISOR'S TITLE: PRINCIPAL REGISTRY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for difficult and responsible clerical work in connection with processing and maintaining legal documents. The work may require a general understanding of specific laws, office rules, procedures and policies. Unusual problems or situations are referred to a supervisor before action is taken. The work further entails the responsibility for the accuracy of preparation of forms, and computer entry. Work is performed under general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, files and records documents submitted over the counter by attorneys, title searchers and the general public as well as documents submitted electronically;

Processes and maintains legal documents including taxable mortgage agreements, mortgages in more than one county, mortgages that require exemptions from tax and recording fees;

Runs daily reports at the direction of the supervisor to compare and ensure accuracy of recorded documents;

Classifies a variety of receipts and/or expenditures and distributes items according to a prescribed procedure;

Composes routine correspondence on matters where policies and procedures are well defined;

Reviews legal documents, collects necessary fees and enters information on computer;

Issues receipts or confirmation of monies received;

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the recording and processing of legal documents and records; good knowledge of land records and state regulations regarding such records; good knowledge of account keeping policies and procedures; good knowledge of office terminology and practices; skill in operating computer/word processing equipment; ability to prepare correspondence, reports and other materials; ability to follow oral and written directions; sound judgment; 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 experience working with legal instruments and/or accounting records.

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

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

REVISED: 06/30/23 dc