

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR RECORDING AND INDEX CLERK **GRADE:** 07

TITLE ABBREVIATION: SR REC/INDX CLK **TITLE NO.:** 6669

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

DEPARTMENT: OFFICE OF THE COUNTY CLERK

SUPERVISOR'S TITLE: PRINCIPAL RECORDING & INDEX CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for difficult clerical assignments of a specialized nature in the recording and indexing of legal instruments and documents. A high degree of accuracy and thoroughness is required, since transactions of considerable importance are based on the validity of the work performed. This class differs from that of Recording and Index Clerk by virtue of the more complex recording of legal documents. Work is performed under the general supervision of the Principal Recording and Index Clerk who ensures that operations are performed in accordance with established operating policies and procedures. Oversees the work of Recording & Index Clerks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the work of clerks engaged in indexing legal documents and checking photocopies;

Oversees and instructs clerks in indexing procedures, assigning indexing projects and related work;

Reviews and accepts complex Supreme and County Court documents;

Reviews confidential documents such as Surrenders, Divorces, and Youthful Offender Judgements;

Reviews and checks accuracy of indexing and recording procedures;

Assists public by directing them to the proper office or individual and in locating various records;

Supervises the reproduction, scanning, proofreading and entering of legal records;

Minutes and docket court papers, judgments, liens and miscellaneous instruments and satisfactions;

Prepares and fulfills requests for requisitions and copies of legal documents;

Prepares certificates such as claims to surplus money, no exceptions and executions;

Assists in approving subdivision maps for filing;

Processes and files requisitions, vouchers, bills and receipts;

Maintains inventory, orders supplies and performs related functions;

Issues and records pistol permits and passport applications and issues receipts for monies collected;

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

Stays current on Federal, State, and local laws and follows said laws for recording documents;

May use computer applications such as spreadsheets, word processing, calendar, email or other database software in performing work assignments;

May accept monies and documents submitted over the counter for filing maps, requisitions and copy cards, and issues receipts;

May review, index and slip print no-fee documents.

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 the standard methods of title searching and property so described; good knowledge of laws and procedures relating to searching; good knowledge of standard office terminology, procedures, routines and equipment; good judgment in the solution of complex titles and problems; skill in keyboarding; ability to lift a minimum of 25 pounds; ability to understand and follow oral and written instructions; ability to write legibly; ability to oversee the work of others; ability to deal effectively with the public; clerical aptitude; 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 two (2) years of office clerical experience, one (1) year of which must have involved the processing of legal documents.

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: 08/03/23