

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR REGISTRY CLERK **GRADE:** 10

**TITLE ABBREVIATION:** SR REGISTRY CLERK **TITLE NO.:** 6667

**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 the registry of all public documents, records and monies received in the office of the County Clerk. The work involves various aspects of account keeping and is performed in accordance with established policies and procedures. Incumbent assists in the supervisory responsibilities including training of employees in the receiving procedures of the office. This class differs from that of Registry Clerk by virtue of the complexity of the work performed and the addition of supervisory responsibilities. The work is performed under the general supervision of the Principal Registry 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 assists in the training of employees in the Registry section by familiarizing them with work procedures, office machines and departmental functions;
2. Examines and processes legal documents for recording and filing, ensures documents are processed within a specific timeframe;
3. Reviews records submitted electronically (eRecording) and contacts the eRecording vendors with document issues, i.e., corrections or adjustments with fees, illegible or voided documents, etc.;
4. Answers telephone calls giving general information and/or referring individual to proper department;
5. Assists customers in person, including examining and processing papers and giving instructions;
6. Prepares equalization and assessment forms for filing and processing to State and County offices;
7. Sorts, delivers and distributes incoming mail to various units of the County Clerk's office;
8. Compiles daily record of taxes collected and serial numbers assigned;
9. Collects fines and penalties and issues index number for same;

10. Records monies received including feeing up of each document; collection of proper fees for same; computation of taxes; daily balancing and deposits utilizing basic office equipment and electronic data processing;
11. Assists in the preparation of reports and statistical data;
12. Keeps abreast of new requirements from NY State and local municipalities regarding updates to recording of land documents;
13. 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; 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, penalties and fines, ability to prepare correspondence, reports and other materials; 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 two (2) years of experience working with legal instruments and/or accounting records; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above.

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

**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**