

PRINCIPAL RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision and performance of work in the processing, indexing, and recording of legal documents and related records in the County Clerk's Office. An incumbent performs difficult indexing, recording, and searching work independently, and supervises the work of others engaged in more routine tasks in the Records Center. The work requires detailed knowledge of specific laws, and office rules and procedures relating to the indexing, recording, filing, microfilming, and searching for legal instruments. The work is performed under the general supervision of the County Clerk or other superior in accordance with established policy and procedures. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, and reviews the processing, indexing, recording, microfilming, and filing of a wide variety of legal instruments, and instructs employees in the specialized details of the work;
Oversees and assists in the computation and collection of recording fees or taxes for a variety of legal documents, and in the issuance of stamps or receipts and accounting for monies received;
Supervises and participates in the examination of a wide variety of legal instruments for correctness and completeness, and to determine recordability;
Trains subordinate employees in work procedures and processes;
Indexes mortgages, judgments, deeds, court proceedings, actions, wills, decrees, and other legal documents on a computer;
Processes applications for and issues pistol permits;
Assists in preparing and designing program manuals and brochures;
Conducts correspondence and answers telephone requests on matters related to processing legal instruments;
Assists the public in locating records and documents and provides information to attorneys and other interested parties on required forms and procedures;
Retrieves documents from files, makes true and certified copies, and extracts information;
Processes passport applications;
Issues peddlers' licenses as well as licenses to hunt, trap or fish;
Registers doctors, nurses and surveyors, as well as many other professional occupations as required by statute;
Prepares monthly, quarterly, and annual revenue reports;
Assists in the preparation of court calendar and lists for jury box;
checks daily cash outs and verifies daily deposits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules and regulations regarding the recording and indexing of legal documents and legal instruments; thorough knowledge of legal instruments and records affecting titles to property; thorough knowledge of the methods of indexing such instruments and records, and of places of references; thorough knowledge of methods of tracing titles to property; ability to distinguish between various similar types of legal instruments and documents; good knowledge of office terminology, procedures and equipment; ability to direct and supervise the work of others; ability to independently prepare letters and reports; ability to write legibly; ability to operate a personal computer; ability to understand and carry out complex oral and written instructions; good judgment; initiative; physical condition commensurate with the demands of the position.

PRINCIPAL RECORDING CLERK - CONTINUED

PROMOTION: Examination open to employees currently holding the title of Essex County Senior Recording Clerk on a permanent competitive basis for a period of twelve (12) months or employees of the County Clerk's department with (24) months of permanent competitive status as a Recording Clerk.

MINIMUM QUALIFICATIONS: Either:

- [A] Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Paralegal Studies or related field and one year of experience working with legal instruments and records in a department of municipal governments, law office or other title company; or
- [B] Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in [A]; or
- [C] An equivalent combination of training and experience as defined by the limits of [A] and [B].

REVISED: April 12, 2004

REVISED: March 24, 2021