

Department: County Clerk
Classification: Competitive
Grade: 5

SPEC DISK F1
DOCUMENT 64

RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for processing, recording and indexing various legal documents filed and recorded in the County Clerk's Office. Employees in this position are expected to independently perform their duties within the scope of specific laws, office rules and procedures relating to the recording, indexing and filing of legal instruments. Supervisors are available for consultation on unusual problems and provide instruction on new or difficult assignments. Work is performed under general supervision with leeway permitted for the exercise of independent judgment. Work of employees is checked on by one or more other steps in a clerical process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives, prepares, examines and records deeds, mortgages, liens, assignments, land contracts, list pendens, agreements, wills, degrees and other legal instruments presented for filing and recording;
Indexes legal records on a computer and verifies entries are correct;
Compares index with original documents to assure completeness and correctness;
Collects recording fees or taxes, for a variety of legal documents, for processing by Deputy County Clerk and issuance of receipts;
Conducts routine correspondence and answers telephone requests on matters where policies and procedures are well defined;
Examines, prepares and indexes a variety of legal instruments relating to civil and criminal matters;
May be required to type minor records and reports for which skilled typing is not necessary;
May operate and perform routine maintenance on personal computer, calculating, Xerox, micro-file, map photo, reader printer, or other office machines;
May issues pistol permits, keeps appropriate index card file and prepares related reports;
Waits on the general public, answering questions pertaining to legal forms and documents, and assists in looking up information;
Files maps and records title, number, and related information;
Balances bank statements and ledgers for office accounts;
Processes Notary Public applications and recertifications;
May order supplies for County Clerk's Office under supervision of Deputy County Clerk;
Prepares and maintains a variety of records and reports;
Issues passport applications and collects appropriate fees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of pertinent regulations, rules, laws and policies governing the examination, recording and indexing of legal documents filed or recorded in the office of the County Clerk; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to operate a personal computer and other office equipment; ability to deal effectively with the public; ability to write legibly; clerical aptitude; accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- [A] One year of clerical experience working with legal instruments and records in a department of municipal government, law office or title company; or
- [B] Two years of general clerical experience; or
- [C] An equivalent combination of training and experience as defined by the limits of [A] and [B].