

Department: County Clerk  
Classification: Competitive  
Grade: 7

SPEC DISK F4  
DOCUMENT 58

### SENIOR RECORDING CLERK

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for independently performing a variety of legal document processing and recording activities, including the more difficult and responsible phases of such work. Work is performed under general supervision and in accordance with specific laws, office policies and procedures. Difficult technical or policy problems may be referred to a superior for decision or review of judgment where recommendations are initiated. Acts as a lead worker over a small number of clerical subordinates. The incumbent does related work as required.

#### *TYPICAL WORK ACTIVITIES:* (*Illustrative Only*)

Reviews and participates in the processing, indexing, recording and filing of a wide variety of legal instruments and instructs lower level 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;  
Examines a wide variety of legal instruments for correctness and completeness and to determine recordability;  
Indexes legal records on a computer and insures information entered is correct;  
Conducts correspondence and answers telephone requests on matters where policy and procedures are well defined;  
Examines mortgages, determines taxes involved, collects taxes and enters necessary recording data;  
Assists public in locating records in the office, and furnishes lawyers and other interested parties with information and copies of legal documents;  
Issues hunting and fishing licenses and reviews applications for same for completeness;  
Issues marriage licenses;  
Prepares bureau bank deposits for monies received and keeps related records;  
Assists superior in the preparation of annual budget, collection of data, compiling of statistics and solution of personnel problems.

#### *FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:*

Good knowledge of the regulations, rules, laws and policies governing the recording and indexing of deeds, mortgages and other legal documents filed or recorded in the office of the County Clerk; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to operate a personal computer to enter and retrieve data; ability to deal effectively with the public; ability to prepare correspondence and reports; good judgment in solving moderately complex clerical problems; initiative and resourcefulness; tact and courtesy; a high degree of accuracy; physical condition commensurate with the demands of the position.

#### *MINIMUM QUALIFICATIONS:*

*PROMOTION:* Two years of permanent competitive status as an Essex County Recording Clerk or Essex County Records Management Clerk.

#### *OPEN COMPETITIVE:* Either:

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