PRINCIPAL RECORDING CLERK - CIVIL DIVISION
Tompkins County

Classification: Competitive
Labor Grade: 10
Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited college with an associates degree or completion of at least sixty college credit hours in paralegal studies, criminal justice, or a related field **AND** four years of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office, title company or similar field; **OR**

(b) Graduation from high school AND six years of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office title company or similar field; **OR**

(c)   Any equivalent combination of training and experience equivalent to or greater than that described above.

SPECIAL REQUIREMENT:

Appointees must be certified as a Notary Public within six months of appointment

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position solely responsible for recording, entering and filing with the County Clerk all papers, documents, orders, judgments, etc. that have been filed with the County Clerk's Office for each civil action or special proceeding in the Tompkins County Supreme or County Court. The incumbent is also responsible for the execution of any direction of the court to the Clerk contained therein. The employee uses a combination of electronic and paper files to track and ensure compliance.   The work is performed under the general supervision of the County Clerk. Wide leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. Supervision is exercised over the work of a small number of clerical staff.

TYPICAL WORK ACTIVITIES:

- Ensures that default judgments, entered by the County Clerk without a court order, meet and are executed in accordance with the directives of Civil Practice Law and Rules;
- Accepts payment, maintains the account and periodically delivers Court and Trust monies to the Finance Department;
- Interacts and cooperates with the Supreme Court Clerk's Office and the Supreme Court Justices' law clerks and secretaries;
- Provides papers and information such as responding papers for a pending motion, copies of notices of appeal, stipulations of discontinuance, notices of appearance, substitutions of attorney, files upon request to the Court Clerk's office and/or to the Justice's chambers.
- Maintains an index to "Notices of Pendency".
- Maintains an index to all Civil Actions and a log of papers filed;
- Maintains awareness of the existence of a pending motion, etc., by reading the notation flags on previously filed documents signaling the fact that further events are pending;
- After trial, motion, hearing, etc., the incumbent receives and files all documents from the Court Clerk's office and/or from chambers;
- Creates and issues Clerk's Certificates, Transcripts, Exemplifications, Dispositions, etc.
- Assists, advises (without crossing the fine line of "practicing law") and helps attorneys, their secretaries and the
- general public with respect to Civil lawsuits;
- Accepts Separation Agreements for filing prior to the commencement of a matrimonial action and after action, pulls and files with the divorce action paperwork;
- Conforms and/or certifies copies of orders, judgments, etc. for return to law offices/individuals;

- Maintains monthly and yearly statistics of records such as divorces, money judgments, etc.
- Mails completed certificates of Dissolution to the NYS Department of Vital Records on a monthly basis;
- Maintains and uses a rotation filing system to separate different types of actions;
- Purges records as required by the State.
- Maintains file space;
- Makes available routinely used records to abstractors, records searchers, etc. regarding money judgments, real property, etc.
- Restricts access to superfluous, confidential or legally sealed documents/papers.
- Maintains records in approximate chronological order to ease usage by anyone concerned with "ending date" records.
- Makes photocopies for microfilming of civil judgments and maintains these records in date and time order;
- Reviews microfilm records for legibility and accuracy;
- Performs Civil and Felony Searches and responds with the results by phone, fax and/or mail;
- Composes original correspondence;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the laws, rules, regulations and policies that govern the recording and indexing of orders, judgments and other legal documents requiring filing or recording;
- Thorough knowledge of the laws, rules, regulations and policies that govern the execution of directions of the court to the clerk;
- Thorough knowledge of office terminology, procedures and equipment including the use of a personal computer;
- Thorough knowledge of the workings of a County Clerk's Office;
- Good knowledge of the laws, rules and regulations promulgated by New York State, i.e. Civil Practice Law and Rules, New York State Lien Law, Rules of the Chief Judge, etc.
- Good knowledge of business arithmetic and English;
- Working knowledge of spreadsheet software sufficient to organize data into tables and records;
- Ability to read, understand and apply a variety of written information to specific work situations;
- Ability to accurately sort, distribute and file materials;
- Ability to type accurately at a satisfactory rate of speed;
- Ability to perform cashiering transactions including counting money and making change;
- Ability to deal effectively with the public;
- Ability to compose original correspondence and reports using real property and/or legal terminology;
- Ability to plan, assign and supervise the work of others;
- Good judgement in solving moderately complex clerical problems;
- Initiative and resourcefulness;
- Tact and courtesy;
- High degree of accuracy;
- Good physical condition