

Senior Recording Clerk Tompkins County

Department: County Clerk

Classification: Competitive

Labor Grade: 9

Approved: 5/12/91

Revised: 5/91; 4/98; 12/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school and 2 years experience in a County Clerk's Office; **OR**
- (b) Graduation from high school **AND** four years of progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company; **OR**
- (c) Any combination of education, training and/or experience equal to or greater than that specified in (a) and (b) above.

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

SPECIAL REQUIREMENTS:

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

Candidates must possess a valid New York State Drivers License at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This senior level clerical position in the County Clerk's Office performs all the services of the Senior Recording Clerk. The incumbent is responsible for recording, entering, filing and maintaining a wide variety of instruments, papers, documents, orders and judgments in the permanent records of the County Clerk. The incumbent independently performs difficult and complex clerical tasks in accordance with specific laws, office policies and procedures. The work is performed under the general supervision of the County Clerk. Supervision may be exercised of the work of assigned staff. Leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for daily processing of criminal searches, maintenance of escrow accounts and communication with the criminal search vendors
- Responsible for daily processing of all criminal case filings
- Responsible for daily transmittals and packaging of passport applications
- Assists in the maintenance and of the offsite storage facility where inactive records are kept for the County Clerk's office and retrieval of such records;
- Notarizes a wide variety of legal and court documents as a licensed notary for the State of New York;
- Records mortgages, assignments, releases, mortgage discharges, and miscellaneous instruments which includes the computation and collection of recording fees and the computation and collection of mortgage tax and transfer tax for the state of New York;
- Files a wide variety of legal documents including business certificates, Uniform Commercial Code filings, court documents, military discharges, etc.;
- Assists with pistol permits;
- Reviews original documents and accompanying forms to assure completeness and correctness and corresponds with banks and lawyers' offices to make the necessary corrections if warranted;
- Assists with liens and judgments;

- Prepares income executions and clerk's executions to be taken to the Sheriff's Office for processing to garnishee wages and access bank accounts;
- Accepts Fines, Surcharges and CVAF payments;
- Examines, prepares and indexes instruments and related material;
- Operates a calculator, computer or other related equipment;
- Processes passport applications as an agent for the Federal Government;
- Routinely verifies filed civil papers;
- Takes oaths of office for County and Town governments, police agencies and notary publics;
- Completes notarial certificates and Clerk's certificates;
- Verification of county records and digital records prior to paper destruction;
- Acts as backup for the Mail & Records Clerk;
- Maintains passport supplies, consisting of a wide variety of forms and orders when necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the laws, rules, regulations and policies that govern the recording and indexing of deeds, mortgages and other legal documents requiring filing or recording;
- Good knowledge of office terminology, procedures and equipment including personal computers;
- 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;
- The employee must be able to exercise a high degree of confidentiality.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to fifty pounds when filling in for the Mail and Records Clerk. Visual effort is moderate. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office machines and equipment requiring basic coordination and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment so the work environment has minimal exposure to disagreeable conditions.

Excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee serves as backup to the Mail and Records Clerk and will at times be required to drive to get to various locations throughout the County.

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