

# Principal Recording Clerk (Promotional) Tompkins County

**Department:** County Clerk

**Classification:** Competitive

**Labor Grade:** 10

**Approved:** Reclass 06/10/05

**Revised:** 08/05; 02/15; 10/15

**By:** AF, Commissioner of Personnel

## **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION: On or before the final filing date announced**

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Clerk's Office. Applicants must currently hold, and have continuously held, at least one year of competitive class status in the title of Senior Recording Clerk or Senior Motor Vehicle Examiner OR two years of competitive class status as a Recording Clerk in order to qualify.

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

**SPECIAL REQUIREMENT:** Appointees must be certified as a Notary Public within six months of appointment and maintain such certification for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This administrative position performs all of the services of the County Clerk's Office in a learned and experienced manner; all facets of the services provided by the Office are familiar to the Principal Recording Clerk and are performed with more confidence and precision than the Senior Recording Clerk and/or Recording Clerk; the Principal Recording Clerk is a representative of the County Clerk's Office, following in line, the Deputy County Clerk and County Clerk, respectively, and performs said duties in the manner prescribed by and pursuant to the rules and regulations established by the County Clerk. 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. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Balancing of County Clerk daily revenues and the preparation of County Clerk and DMV deposits, transfers and disbursements;
- Assists with reconciliation of various bank and office accounts for County Clerk and DMV and posting figures to appropriate accounts and adjusting balances;
- Assists the Deputy County Clerk with monthly reports and the disbursement of funds;
- Performs administrative functions of the computer system including the final releasing, document editing and running of all necessary reports;
- Assists with website maintenance and design;
- Assists with compiling title search information for use by the County Attorney and Finance Department when conducting tax foreclosures. This includes the searching of real estate records, judgment dockets, consolidated lien indices and surrogate court records to determine who has an interest in property and needs to be notified of foreclosure;
- Reorganize, inventory, and purge of historical documents in the office and at the off-site storage facility;
- Prepares requisitions and supply orders for the two departments;
- Plans, reviews and maintains a wide variety of financial records and reports;
- Revises, systematizes and installs billing and account keeping methods and procedures;
- Verifies and reconciles balances, renews status of accounts as adjustment are made and takes appropriate action to authorize payment or prepare bills;
- Tracks, audits and monitors a variety of accounts verifying that adjustments are made to correct allocations and that reports are issued as required;
- Responsible for processing Uniform Commercial Code filings and file maintenance;
- Responsible for maintaining and updating the confidential pistol permit records for the County and routinely correspond with the Sheriff's Office, judge's office and other police agencies regarding these files;

- Manipulates an alphanumeric keyboard to type accounting and financial statements, form letters, memoranda, vouchers, reports, requisitions and other materials from rough draft or data personally developed;
- Provides an oral or written response to inquiries on the status of accounts;
- Acts as a passport acceptance agent for the federal government and deals with the federal passport agency with passport inquiries and assists customers with the resolution of passport problems as a liaison;
- Records legal instruments such as deeds, mortgages, assignments, releases, mortgage discharges, and other miscellaneous instruments;
- Participates in professional conference and training programs;
- Performs related work necessary for the efficient execution of administrative functions of the department;
- Performs such other reasonable, related duties and activities as may be requested by the County Clerk and Deputy County Clerk;
- Reviews index number applications for completeness, issues index numbers and reviews all papers for completeness;
- Assists in docketing in the civil index, all papers filed for which an index number has been assigned;
- Compares original documents to assure completeness and correctness;
- Routinely retrieves previously filed civil papers and assists the public and attorneys by locating files, making copies and certifications, conducts routine correspondence and answers telephone inquiries requiring some degree of confidentiality and legal knowledge;
- Files a variety of legal documents including business certificates, UCC filings, pistol permits, court documents, judgments, military discharges, and liens;
- Computes and collects recording fees for a variety of legal instruments from law firms, banks and abstractors;
- Issues receipts and accounts for all moneys received; Conducts searches or assists the public, abstractors, surveyors and attorneys in searching for documents or recorded data as requested;
- Contacts clients, vendors or other agencies to obtain additional information;
- Operates a calculator, computer terminal and other related office equipment;
- Examines, prepares and indexes instruments and related materials;
- Issues conservation licenses, collects fees and prepares related reports;
- Assists the Immigration and Naturalization Service with naturalization ceremonies;
- May be assigned to work at the Department of Motor Vehicles as the needs of the County Clerk's Office require.

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

- Thorough knowledge of the laws, rules, regulations and policies that govern the recording and indexing of real estate records, judgment dockets, consolidated lien indices, and surrogate court records;
- Thorough knowledge of the principles, practices and procedures of Governmental Accounting;
- 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;
- Thorough knowledge of research methods and techniques;
- Thorough knowledge of current methods for collecting, analyzing and interpreting data;
- Good knowledge of the laws, rules and regulations promulgated by New York State, i.e., New York State Lien Law, NYS Mortgage Recording Tax; 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 handle routine administrative details independently, including the composition of letters and memoranda;
- 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;
- Ability to perform close detail work involving considerable visual effort and strain;
- Good judgment in solving moderately complex clerical problems;
- Initiative and resourcefulness;
- Tact and courtesy;
- High degree of accuracy;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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