

PRINCIPAL RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing the activities of the recording department in the office of the County Clerk. The incumbent advises the County Clerk regarding policy decisions in assuring the most efficient reviewing and recording of a variety of legal instruments entered in permanent records. Difficult technical or policy problems are brought to the attention of the incumbent for decision or review of judgment. Supervises subordinate employees and may be in charge of the office in the absence of the County Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Conducts correspondence and answers telephone requests on more complex matters where policy and procedures decisions are required;
- Reviews accounts of all fees received on behalf of various State agencies and monthly report of these fees;
- Reviews office procedures and personnel performance to assure efficient operation and appropriate policies and procedures;
- Meets with attorneys, court officials or members of the public to resolve issues related to the filing, recording and review of documents;
- Prepares and reviews annual report, collection of data and compiled statistics;
- Reviews bank deposits and related financial records;
- Examines legal documents to ensure they meet the statutory requirements for filing and recording;
- Performs the duties of a Notary Public as required by law;
- Conducts searches for documents or recorded data as requested by the public;
- Examines mortgages, determines taxes involved, collects fees and enters necessary recording data;
- Examines dockets and files default judgments;
- Input information into computer record;
- Types correspondence and various record entries;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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 deal effectively with the public; ability to prepare correspondence and reports; ability to solve complex technical problems; initiative and resourcefulness; tact and courtesy; a high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's degree in business, secretarial science, paralegal or closely related field, and two years of progressively responsible clerical experience working with legal instruments and/or records in a department of municipal government, law office, medical office or title company, one year of which must have been in a supervisory capacity; **Or**
- (B) Graduation from high school or equivalency diploma and six years of progressively responsible clerical experience as described in section (A) above, one year of which must have been in a supervisory capacity; **Or**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Must be a United States citizen at the time of appointment.