

Recording Clerk - Promotion Tompkins County

Department: County Clerk

Classification: Competitive

Labor Grade: 8

Approved: 5/12/91, Bd. Res. 224

Revised: 05/98; 4/15

By: HH, Commissioner of Personnel

PROMOTION QUALIFICATIONS:

This departmental promotion opportunity 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 permanent and/or contingent permanent competitive class status in the title of Administrative Assistant - Level 1.

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work requiring a high degree of accuracy and attention to detail in the recording and indexing of a variety of legal instruments entered in permanent records in the office of the County Clerk. This work requires the exercise of independent judgement and a general understanding of specific law, office rules, procedures and policies, involves frequent contact with the public. The work is performed under the general supervision of the County Clerk. Supervision of the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Records mortgages, assignments, releases, mortgage discharges, and other miscellaneous instruments;
- Files a variety of legal documents including business certificates, UCC filings, pistol permits, court documents, judgements, and liens;
- Compares original documents to assure completeness and correctness;
- Computes and collects recording fees or taxes for a variety of legal documents;
- Issues stamps or receipts and accounts for monies received;
- Conducts searches or assists with public in searching for documents or recorded data as requested;
- Conducts routine correspondence and answers telephone requests on matters where policy and procedures are well defined;
- Examines, prepares and indexes instruments and related materials in books and on computer;
- Issues conservation licenses, collects fees and prepares related reports;
- May be required to type minor records and reports for which skilled typing is not necessary;
- Prepares and maintains a variety of records and reports;
- Process passport applications;
- Crosstrain to assist with UCC Searches, Passport Transmittals, Paging of instruments and office closing procedures.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to readily acquire knowledge of and familiarity with pertinent regulations, rules, laws and policies governing and examination, recording and indexing of legal documents filed or recorded;
- Ability to type accurately at an acceptable rate of speed;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business arithmetic and English;
- Ability to understand and follow oral and written instructions;
- Ability to deal effectively with the public;
- Ability to write legibly;
- Clerical aptitude, accuracy, neatness, tact and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 3/14/90

R18.doc