

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## PROMOTIONAL

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

---

**TITLE:** Senior Recording Clerk (Promotional)

**EXAM NO:** 78721

**SALARY:** \$20.33 per hour - 2018 Hire Rate

**EXAM DATE:** 11/03/18

**ISSUE DATE:** 09/10/18

**THE FINAL DATE TO FILE APPLICATIONS:** 09/25/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/04/18

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Senior Recording Clerk located at the Tompkins County Clerk's Office. The eligible list resulting from this departmental promotional examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list.

**QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

This departmental promotion examination is limited to current employees of the County Clerk. Applicants must currently hold, and have continuously have held, at least two years permanent competitive class status in the title of Recording Clerk in the Tompkins County Clerk's Office.

**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.

Originally created 11/90

S30.doc

**Complete Scope of the examination and Expanded subtest descriptions:**

1. Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

2. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solarpowered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

3. Operations with Letters and Numbers

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

**SENIORITY:**

One (1) point will be added to each passing score for every five (5) years of permanent classified service according to the following schedule:

- Less than 1 year. . . . . 0 points
- 1 year up to 6 years. . . . . 1 point
- Over 6 years up to 11 years. . . . . 2 points
- Over 11 years up to 16 years. . . . . 3 points
- Over 16 years up to 21 years. . . . . 4 points
- Over 21 years up to 26 years. . . . . 5 points
- etc. . . . .

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850