

**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**

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**TITLE:** Administrative Recording Clerk - Promotional

**EXAM NO:** 74656

**SALARY:** \$27.32/hr - 2023 Hire Rate \$29.65/hr Work Rate

**LOCATION:** County Clerk

**TYPE OF EMPLOYMENT:** Full Time, Part-Time, Temporary

**EXAM DATE:** 02/10/24

**ISSUE DATE:** 12/08/23

**THE FINAL DATE TO FILE APPLICATIONS:** 12/31/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/11/24

**RESIDENCY WAIVED**

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

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Administrative 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 appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

**QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

This will be a departmental promotion examination. Applicants for this promotional opportunity must currently hold, and have continuously held, at least three years of permanent competitive class status in the title of Principal Recording Clerk in the County Clerk's Office.

**SPECIAL REQUIREMENT:**

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

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

**DISTINGUISHING FEATURES OF THE CLASS:**

This administrative position performs all of the services of the County Clerk's Office in an experienced manner; all facets of the services provided by the Office are familiar to the Administrative Recording Clerk and are performed with more confidence and

precision than the Principal Recording Clerk, Senior Recording Clerk and/or Recording Clerk; the Administrative 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. Duties may include, but are not limited to: program planning and statistical record-keeping; collection and coordination of data to maintain files and records; maintenance of a computer hardware inventory and a computer software library. The incumbent may be required to trouble-shoot and determine computer hardware configuration and software problems, as well as determine if various software programs adequately meet users needs. The incumbent may be called upon to oversee small groups performing special projects, and to provide technical supervision to others. Depending upon the work location, the employee may be responsible for creating and maintaining World Wide Web pages. 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:**

- Performs administrative functions of the SDG EDMS computer system including the final releasing, document editing and running of all necessary reports;
- Oversees 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;
- 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;
- Assists the Immigration and Naturalization Service with naturalization ceremonies.
- Acts as a liaison with grant vendors;
- Acts as a liaison with County Copier vendor;
- Assists Mail Clerk and Records Officer when necessary;

- Oversees, provides user training, and troubleshoots for the County Records digital records system;
- Generates forms for office and public use;
- Assists Deputy County Clerk with preparation for digital offices;
- May respond to (or facilitates a response to) emergency calls from users regarding malfunctions in computer hardware and/or software systems;
- May train users in the use of word processing, database, spreadsheet and utility programs on purchased or in-house developed software products;
- Assigns and provides coordination of work to department staff;
- Schedules appointments, answers a variety of inquiries by telephone and in person performs related work necessary for the efficient execution of administrative functions of the agency;
- May provide Help Desk support for computer software;
- Maintains internal contacts across departments or agencies within the jurisdiction and implementation and/or clarification of policy programs, issues requiring inter-agency cooperation;

### **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, either with or without reasonable accommodation.

A87.DOC

Title originally adopted 12/2010

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

#### **Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

#### **Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will

**not** be permitted to use the **calculator** function of your **cell phone**.

### **Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **Test guide:**

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

### **SENIORITY:**

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

Less than one year	0 points
1 year up to 6 years	1 point
6 years up to 11 years	2 points
11 years up to 16 years	3 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