

GENESEE COUNTY
SENIOR RECORDING CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position are responsible for the coordination and monitoring of the day to day activities of the Recording Office. Employees in this class may be assigned to work on word processing equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. Incumbents actively participate in all functions of the office and advise on unusual situations as necessary. Work is performed under the direct supervision of the Deputy County Clerk(s). General supervision is received from the County Clerk. Supervision of Recording Clerks or incumbents in a lower level clerical title is a requirement of this position. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Processes, indexes, records and files a variety of legal instruments;
Supervises and instructs employees in the specialized details of the work;
Assists in the computation and collection of recording fees or taxes for a variety of legal documents and in the issuance of stamps or receipts and accounting for monies received;
Examines a wide variety of legal instruments for correctness and completeness and determines record ability;
Assists in conducting searches for documents or recorded data as requested by the public;
Microfilms documents and oversees the returned pages for accuracy;
Types correspondence and answers telephone requests on matters where policy and procedures are well defined;
Processes payroll, accounts payable and fixed assets;
Supervises end-of-day closure and daily task completion;
Reviews monthly, semi-annual or annual reports for accuracy and submission to Deputy County Clerk or County Clerk.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Good 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; ability to type accurately at a satisfactory rate of speed; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to deal effectively with the public; ability to prepare correspondence and reports; good judgment in solving moderately complex clerical problems; initiative and resourcefulness; tact and courtesy; a high degree of accuracy.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education including or supplemented by a course in typing, **AND EITHER:**

- A. Three years of full-time, paid progressively responsible clerical experience working with legal instruments and records in a department of municipal government, law office or title company;

OR:

- B. Any equivalent combination of experience and training indicating the ability to perform the duties of the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.