



## **RECORDING CLERK**

Jurisdiction Class: Competitive  
Civil Division: County  
Adoption YCCSC: 6/29/1973  
Revised by PO: 12/16/2015  
Revised by PO: 2/18/2021  
Revised by PO: 7/16/2021

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Clerk's Office and involves responsibility for indexing, recording, and researching various legal documents filed in the County Clerk's Office. The duties are performed in accordance to New York State laws, office rules, and procedure relating to New York State Indexing Standards, and the New York State Office of Court Administration rules for filing court papers. This class is characterized by a high degree of clerical responsibility calling for mature office judgment. Incumbents in this position are responsible for examining and processing wide variety of documents related to recording land documents and filing court documents. The incumbent is responsible for entering and retrieving data on the County Clerk's Integrated Document Imaging Records Management System and the County database. The work is performed under the general supervision of the County Clerk and the Deputy Clerk and in accordance with outlined policies and procedures. It calls for the frequent exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Reviews, processes, and records paper and electronic land transactions, included, but not limited to, mortgages, deeds, survey maps, mortgage discharges, mortgage assignments, land contracts, oil and gas leases, collects recording fees for transfer and mortgage taxes;

Files Supreme Court documents, judgments from Supreme and lower courts, income executions, Notary Public renewals, military discharge papers, lis pendens (foreclosures), business certificates (DBA), and certified documents that have been previously filed in the County Clerk's Office. Computes and collects all applicable fees;

Assists the general public with basic searches for deeds, liens, and all other documents that are open to the public;

Daily submitters of documents at the recording/filing Counter include attorneys, realtors, paralegals, title searchers, abstract companies, and other professional staff, as well as the general public;

Searches for and retrieves records for customers;

Processes U.S. passport applications, incumbent is required to pass annual Passport Acceptance Agent Training course;

Prepares general correspondence via mail or email;

Operates a variety of office equipment including a computer, photocopier, fax, credit card scanner, postage machine, and digital camera for passport and pistol permit photos;

Notarize legal documents;

Answers telephone and processes daily mail;

Acts as cashier who accepts payments in cash, checks, money orders, or credit cards for fees for recording, filing, copies, certifications, and all other transactions;

Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Extensive knowledge of modern office practices, terminology, procedures, and equipment;

Good working knowledge of the laws governing the indexing and recording of deeds, mortgages, liens, court document filings, and other legal documents;

Ability to type at a satisfactory rate of speed;

Ability to proceed independently in solving difficult clerical problems;

Ability to establish and maintain effective working relationships with government officials, the general public

A high degree of skill and courtesy in carrying on public relation activities with attorneys, title searchers, realtors, surveyors, and the general public;

Ability to process confidential documents without sharing any confidential information outside of the County Clerks Recording Office;

Ability to maintain and search paper and electronic files and documents.

Ability to retain information about ever-changing rules, laws, and processes;

Ability to lift large books and boxes of records and files;

Ability to stand at the Recording counters for a long period of time while waiting on customers;

Ability to understand complex oral and written directions;

Ability to establish and maintain effective working relationships with government officials and the general public.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NY State Registered two (2) year college or university with an associate's degree in Business Administration, Public Administration, Legal Studies, Paralegal Studies or closely related field; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND two (2) years of full-time (or the equivalent part-time) experience working with legal instruments or financial records in an office setting which provided customer service; OR
- c) An equivalent combination of training and experience as outlined by the limits of (A) and (B).

**NOTE:**

\*A legal instrument is a legal document in writing, such as, but not limited to: a contract, deed, will, bond, lease, negotiable instrument (i.e. check), commercial paper, trust, indictment, legal pleadings, etc.

**SPECIAL REQUIREMENT FOR APPOINTMENT:**

- a) Must be eligible to take examination for the licensure as a New York State Notary Public at time of application. Licensure as a NYS Notary Public must be completed during the employee's probationary period.