



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **INDEX AND RECORDING CLERK**
Jurisdictional Class: Competitive
Civil Division: County Clerk
Adoption: CSM
Revised: CSM 6/19/2002; 10/18/2006; 6/21/2018

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 procedures 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 a wide variety of documents related to recording Land documents, and filing Court documents and for performing highly difficult, complex, and accuracy-focused office work. The incumbent is responsible for entering and retrieving data on the County Clerk's Integrated Document Imaging Records Management System and the County database. This work is performed under the general supervision of the County Clerk and the Deputy Clerks, and in accordance with outlined policies and procedures. It calls for the frequent exercise of independent judgment. Responsibilities include assistance in training new employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

RECORDING DUTIES: Reviews, processes, and records paper and electronic Land transactions, included, but not limited to, mortgages, deeds, mortgage discharges, mortgage assignments, land contracts, oil and gas leases, etc.; Collects recording fees, and fees for Transfer and Mortgage taxes.

FILING DUTIES: Files Supreme Court documents, judgments from Supreme and lower courts, Income Executions, Notary Public renewals, Military Discharge papers, Lis Pendens (Foreclosures), Business Certificates, Survey Maps, Military Discharge papers, and certifies documents that have been previously filed in the County Clerk's Office. Computes and collects all applicable fees.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued

GENERAL DUTIES:

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 office staff;

Searches our database for documents located at the Records Retention Center on Court Street, and retrieves those documents for customers;

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

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

Answers telephone and processes daily mail;

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

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

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 photos;

Notarize legal documents;

Assists in training new staff members;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the laws governing the indexing and recording of deeds, mortgages, liens, court document filings, and other legal documents; Extensive knowledge of modern office practices, terminology, procedures, and equipment; Ability to type at a satisfactory rate of speed; Ability to proceed independently in solving difficult clerical problems; 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.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or NY State Registered two 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 2 years of clerical experience, 1 year of which must have involved working with *legal instruments in a department of municipal government, a law office, financial institutions, a title company, a certified real estate agent; or related work; **OR**
- (C) 4 years of clerical experience, 2 years of which must have involved working with *legal instruments in a department of municipal government, a law office, financial institution, a title company, a certified real estate agent; or related work; **OR**

(D) An equivalent combination of training and experience as outlined by the limits of (A), (B), and (C) above.

***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(S):

Must be eligible to take the 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.