



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

F:\Civil\JobSpecs\Recording Clerk

TITLE:	RECORDING CLERK
JURISDICTIONAL CLASS:	NON-COMPETITIVE (PART-TIME)*
CIVIL DIVISION:	COUNTY CLERK
ADOPTION: CSM	10/15/77
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

Reviews and records a variety of legal instruments entered in permanent records in the office of the County Clerk; does related work as required. This position involves responsibility for processing and recording various legal documents filed and recorded in the County Clerk's office. Employees in this position are expected to independently perform their duties within the scope of specific laws, office rules, and procedures relating to the recording, indexing, and filing of legal instruments. Supervisors are available for consultation on unusual problems and provide instruction on new or difficult assignments. Work is performed under general supervision with leeway permitted for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews, prepares, examines, and records deeds, mortgages, liens, assignments, land contracts, lis pendens, agreements, wills, decrees, and other legal instruments presented for filing and recording;
- Compares index with original documents to assure completeness and correctness;
- Computes and collects recording fees or taxes for a variety of legal documents;
- Issues stamps or receipts and accounts for monies received;
- Conducts searches or assists the public in searching for documents or recorded data as requested;
- Conducts routine correspondence and answers telephone requests on matters where policy and procedures are well defined;
- Examines, prepares, and indexes a variety of legal instruments relating to civil and criminal matters;
- Maintains files of legal instruments and related materials;
- Issues conservation licenses, collects fees, and prepares related reports;
- May be required to type minor records and reports for which skilled typing is not necessary;
- May operate mimeograph, computing, calculating, or other office machines;
- Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Ability to readily acquire knowledge of and familiarity with pertinent regulations, rules, laws, and policies governing the examination, recording, and indexing of legal documents filed or recorded in the office of the County Clerk;
- Ability to type accurately at an acceptable rate of speed;
- Working knowledge of office terminology, procedures, and equipment;
- Working knowledge of business arithmetic and English;
- Ability to understand and follow oral and written instructions;
- Ability to deal effectively with the public;
- Ability to write legibly;
- Clerical aptitude;
- Accuracy;
- Neatness;
- Tact and courtesy;
- Good physical condition.

MINIMUM QUALIFICATIONS:

Graduation from high school AND EITHER:

- (A) One (1) year of clerical experience working with legal instruments and records in a department of municipal government, law office, or title company; OR
- (B) Two (2) years of general clerical experience; OR
- (C) Any equivalent combination of experience and training.