

ADMINISTRATIVE RECORDING CLERK

TOMPKINS COUNTY

Department County Clerk
Classification Competitive
Labor Grade L(12)
Approved Reclass of Principal RC
Revised Reclass 12/2010
By AF, Commissioner of Personnel

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Reorganize, inventory, and purge of historical documents in the office and at the off-site storage facility;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;

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ADMINISTRATIVE RECORDING CLERK (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

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;

FULL PERFORMANCE 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;

Good physical condition.

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ADMINISTRATIVE RECORDING CLERK (CONTINUED)

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited college with an associates degree or completion of at least sixty college credit hours in paralegal studies, criminal justice, business administration, accounting or a related field AND four years of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title company or similar field; OR
- (b) Graduation from high school AND six years of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office title company or similar field; OR
- (c) Any combination of training and experience equivalent to or greater than that described above.

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

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