

**DEPARTMENT:** COUNTY CLERK  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 23, 2017

**DOCUMENT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for overseeing the flow of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Clerical II in the greater difficulty of tasks and higher level of responsibility. Work is performed under a supervisor of a higher title, allowing for the exercise of independent judgment. The incumbent may supervise a small number of subordinate clerical workers by assigning and assisting in less complex work of the department. An incumbent in this class may be assigned to other areas which are under the administrative management of the County Clerk and be responsible for utilizing associated information management systems and documents relevant to that area. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Examines and determines accuracy of documents for recording and filing, checking dates, signatures, acknowledgements and other information according to pertinent statutes;
2. Indexes, verifies, issues, certifies and oversees all details of recorded land and filed court documents and other related instruments;
3. Issues certain licenses;
4. Checks naturalization papers and records for government and private investigations;
5. Accesses highly confidential non-public records including divorces, youthful offender cases, veterans' records, etc. and maintains the confidentiality of those records;
6. Issues and attaches notarial certificates to acknowledgements on documents to go out of state or country;
7. Computes and collects fees for the recording and filing of land, court and associated documents and prepares reports for same;
8. Balances daily cash receipts;
9. Composes, answers and directs correspondence in various formats;
10. Files and retrieves documents and reports in various formats;
11. When assigned to the Veteran's Office, records legal documents related to veterans' affairs and utilizes the Veteran's Information Management System.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the laws governing the indexing, recording and filing of land, court and associated records, and legal documents; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the procedures of certifying legal documents; good knowledge of procedures of certifying signatures of public officers and of issuing licenses; ability to maintain office records; ability to maintain confidentiality; ability to understand and follow detailed written and oral instructions; ability to work independently and employ good judgment; effectively use tact and courtesy in dealing with public; clerical aptitude; high degree of accuracy; industry; dependability; good professional appearance; physical condition commensurate with demands of the position.

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## **DOCUMENT CLERK CONTINUED**

### **MINIMUM QUALIFICATIONS:**

#### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

One (1) year of permanent competitive status as a Clerical II or Account Clerical I in the Niagara County Clerk's Office immediately preceding the date of written examination.

**OPEN-COMPETITIVE:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in paralegal studies, business administration, accounting, or a related business field **AND** one (1) year of progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public.

Graduation from high school or possession of an equivalency diploma and three (3) years full-time paid progressively responsible account clerical and/or office clerical experience gained by working in a department of municipal government, law office, title or insurance company, bank or similar field. Experience must have involved the use of a personal computer and contact with the public.

#### **SPECIAL REQUIREMENT:**

1. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.
2. Candidates must be able to type at the rate of thirty (30) words per minute.

**NOTE:** Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted. \*Experience must be in a professional office environment involving the maintenance and review of documents.