

**DEPARTMENT:** COUNTY CLERK  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 26, 2018

**SENIOR DOCUMENT CLERK AND CASHIER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative support and supervisory position that performs all of the services of the County Clerk's Office in an experienced, confident, and precise manner. The incumbent is responsible for the supervision of legal document recording and filing; program planning and statistical record-keeping; the collection and coordination of data to maintain files and records; and collaborating with EDMS (electronic document management system) vendors and NYCEF (New York Court Electronic Filing) in maintaining computer hardware inventory and a computer software index as prescribed by law. 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. The work is performed in the manner prescribed by and pursuant to rules, regulations, and laws under the general supervision of the County Clerk and First Deputy County Clerk. Wide leeway is allowed for the exercise of independent judgment in carrying out the duties of the position. Supervision is exercised over the work of assigned subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assigns, provides, and supervises the coordination of work to office staff; reviews resumes and interviews potential candidates for hire; and prepares and takes part in staff performance evaluations;
2. Performs administrative functions of the EDMS computer system including the final releasing, document editing, and running reports; assists the Deputy County Clerk in serving as liaison to the EDMS vendor; and may respond to or facilitate a response regarding EDMS or NYCEF system malfunctions; and makes referrals to EDMS and NYCEF Help Desks support for computer software; and oversees, provides user training, and troubleshoots for the EDMS system;
3. May train users in the use of word processing, database, spreadsheet and utility programs on purchased or in-house developed software products;
4. Assists with compiling title search information for use by the County Attorney's and Treasurer's Offices 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;
5. Performs and oversees all necessary tasks related to the complete and correct recording, filing, and indexing of all records received by the Office including real estate records, judgment dockets, consolidated lien indices, and supreme, county, and surrogate court records;
6. 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;
7. Reorganizes, inventories, and purges historical documents in the office and directs Records Management Coordinator of these activities at the off-site storage facility;
8. Performs and oversees a variety of clerical and financial record keeping tasks related to the collection of fees, maintenance of inventories and supplies, billing, verifying and reconciling accounts, making account adjustments, and preparing related reports;
9. Conducts searches or assists the public, abstractors, surveyors and attorneys in searching for documents or recorded data as requested;
10. Provides an oral or written response to inquiries on the status of accounts;
11. Contacts clients, vendors or other agencies to obtain additional information;
12. Utilizes an alphanumeric keyboard, computer, modern office software applications, calculator, and other related office equipment;
13. 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;
14. Certifies the Immigration and Naturalization Service with naturalization ceremonies.
15. Acts as a liaison with grant and copier vendors;
16. Assists the Mail Clerk and Records Management Coordinator when necessary;
17. Schedules appointments, answers a variety of inquiries by telephone, email, writing and in person and performs related work necessary for the efficient execution of administrative functions of the agency;
18. Maintains internal contacts across departments or agencies within the jurisdiction and implementation and/or clarification of policy programs, issues requiring inter-agency cooperation;
19. Makes recommendations as to appropriate content of the County Clerk website, including forms and implementation of new laws and regulations;
20. Participates in professional conference and training programs.

**CONTINUED**

## SENIOR DOCUMENT CLERK AND CASHIER CONTINUED

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the laws, rules, regulations and policies related to the work of the County Clerk's Office and that govern the recording, filing and indexing of all records received by the office of county clerk including, real estate records, all records associated with land, judgment dockets, consolidated lien indices, and supreme, county and surrogate court records; thorough knowledge of office terminology, procedures and equipment including the use of a computer, modern software applications, and related peripheral equipment; 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 business arithmetic and account keeping; skill in using a computer and modern software applications at an acceptable rate of speed and accuracy; ability to maintain office records; ability to prepare reports; ability to read, understand and apply a variety of written information; ability to maintain confidentiality; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to accurately sort, distribute and file materials; 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; sound professional judgment in solving moderately complex clerical problems; initiative and resourcefulness; tact and courtesy; high degree of accuracy; physical and mental condition commensurate with the demands of the position, either with or without reasonable accommodation.

### **MINIMUM QUALIFICATIONS:**

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

Two (2) years permanent competitive status as a Document Clerk and Cashier 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** four (4) years 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, public contact, and handling cash receipts. One year of experience must include supervising the work of others.

Graduation from high school or possession of an equivalency diploma and six (6) 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, public contact, and handling cash receipts. One year of experience must include supervising the work of others.

#### **SPECIAL REQUIREMENT:**

1. Candidates must be eligible for a surety bond;
2. Candidates must be certified as a New York State Notary Public at time of appointment and must maintain active status as a notary as a condition of continued employment.
3. 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.