

SENIOR RECORDS CLERK/TYPIST II

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and exacting clerical work of a difficult nature which involves responsibility for overseeing the receiving, recording, coding, filing and retrieval of a variety of public records, documents and legal papers. Senior Records Clerk/Typist II is distinguished from Senior Records Clerk/Typist by use of a higher level of independent judgment in handling of non-routine situations and information, as well as by the incumbent acting on occasion as Deputy County Clerk and/or Special Court Clerk, as required. Work is performed under supervision of a higher level administrator. Work direction may be exercised over a small number of clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the recording, indexing and filing of documents, maps, judgments, lien docketts and a variety of public documents and legal papers of both civil and criminal nature;
Computes and collects filing and recording fees and interest on judgments and mechanics liens;
Computes and collects mortgage tax and deed transfer tax;
Receives and executes passport applications;
Reviews contents of documents for completeness and accuracy;
Provides information and answers questions about a variety of documents and applications and related;
Devises and installs new filing systems;
Acts as Special Court Clerk in swearing in oaths of elected and appointed officials as well as all notarial commissions of Putnam County;
Prepares a variety of monthly, semi-annual and annual statements concerning receipts of fees and taxes;
Uses computer applications or other automated systems such as word processing, e-mail and database software;
Performs other clerical duties which include the operation of office machines;
May be deputized to act as Deputy County Clerk, as required;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of alphabetical, numerical, subject and other filing systems; thorough knowledge of office terminology, procedures and filing equipment and supplies; good knowledge of business arithmetic and English; some knowledge of legal forms, documents and related terminology; ability to type at an acceptable rate of speed; ability to use computer applications to carry out clerical duties; ability to understand and carry out moderately difficult oral and written instructions;

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ability to oversee the work of others; ability to write legibly; clerical aptitude.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS: Either

- a) Associate's degree and four (4) years of progressively responsible clerical, account-keeping or business experience, two (2) years of which must have been in a supervisory capacity; or
- b) Graduation from high school or possession of a comparable diploma and six (6) years of progressively responsible clerical, account-keeping or business experience, two (2) years of which must have been in a supervisory capacity; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.

PROMOTION:

Three (3) years permanent competitive class status as a Senior Records Clerk/Typist in the Putnam County Clerk's Office.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.