

## **PRINCIPAL RECORDS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is high level clerical work of a difficult nature which involves a responsibility for overseeing a specialized area of work within the County Clerk's office as well as some responsibility for the supervision of a small number of lower-level clerical employees. The work is performed under the general supervision of the County Clerk and/or his/her designee. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Accounts for all fees received and balances all accounts at the end of each day;  
Prepares all bank deposits and deposits same in various accounts;  
Draws checks for all disbursements of fees to various County, State and Federal agencies;  
Reconciles accounts with monthly bank statements;  
Oversees financial record-keeping procedures in the County Clerk's office which includes providing work direction to those employees involved in bookkeeping, fee accounting and financial reports;  
Reviews all recordable legal documents for completeness and accuracy;  
Computes mortgage taxes and recording fees;  
Answers public inquiries either by phone or in person;  
Assists visitors to office by conforming and certifying documents, processing passports, processing legal documents and court papers, typing executions, etc.;  
Answers difficult questions and offers help and advise to subordinates when needed;  
Directs the work flow in the "Land Records" division;  
Accepts various legal documents such as deeds, mortgages, leases, satisfactions and releases of mortgages, business certificates, Federal tax liens, etc. for recording and filing which are submitted by attorneys, title companies and the general public;  
Processes passport applications;  
Prepares property and income executions when requested by the public after a case has been heard in local Justice Court;  
Maintains Court and Trust docket;  
May invest funds for the various accounts into certificates of deposit;  
May act for and in place of Second Deputy in that individual's absence by opening and distributing mail, making work assignments, etc.

### **FULL PERFORMANCE KNOWLEDGE, 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; good knowledge of legal forms, documents and related terminology; ability to understand and carry out moderately difficult oral and written instructions; ability to supervise the work of others; ability to instruct work procedures; ability to write legibly.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience, two (2) years of which must have included coding for filing in a diversified filing system.

**PROMOTION:** One (1) year of permanent status as a Senior Records Clerk or Senior Records Clerk-Typist.

**NOTE:** Additional qualifying experience or any academic, technical, or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis.

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Competitive