

RECORDS CLERK (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work of a routine nature which involves the recording, indexing and filing of public documents and legal papers, but which is considerably responsible because of requirements for exacting performance. The work is performed in accordance with established procedure and is directed by a higher-level Records Clerk. The work is distinguished from that of a Records Clerk in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in the Notes below. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records, indexes and files a variety of public documents and legal papers;
Verifies contents of documents for processing related materials
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;
Secures and charges out papers and documents in accordance with a prescribed routine;
Assists in devising and installing new filing systems;
Collates information and prepares statistical reports;
Assists the public in securing information from filed documents which are open for public review;
Assists the public in the issuance of passports and naturalization papers;
Performs related clerical processing;
Maintains records for preparation of reports;
Performs a variety of clerical duties which may include the operation of office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTES:

1. An Associate's degree or higher may be deemed fully qualifying.
2. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.
3. The Rockland County Clerk's Office requires possession of a New York State Notary Public at the time of examination.

(over)

SPECIAL REQUIREMENTS:

1. If employed by any other appointing authority you may be required to obtain a New York State Notary Public.
2. If required, the New York State Notary Public must be maintained throughout the course of employment in this title.

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Competitive