

REGISTRY CLERK AND STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is exacting work of providing information about and receiving, recording, indexing, filing, and distributing a variety of applications, public records, documents and legal papers in the office of a Town Clerk. Stenography and typing are required skills but do not denote the significant character of the job. Work direction may be given a small number of employees. The work is performed under the general supervision of a Town Clerk or Deputy Town Clerk. Attendance at evening meetings may be required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, records, indexes, files and distributes a variety of applications, public records, documents, and legal papers and gives advice to the public and officials regarding such filings.

Participates in the computation and receiving of filing and recording fees and in the balancing of accounts;

Prepares reports of a routine but moderately complex nature;

Reproduces and distributes official transcripts;

Maintains special files of ordinances and local laws of the town that requires follow up procedures in their enactment, such as filing, publishing and posting;

Issues all types of licenses as required in a Town Clerk's office such as marriage, dog, hunting, trapping, fishing, amusement, hawking and peddling licenses;

May service as Clerk or Secretary at meetings of the Town Board and maintain the minute books of such meetings including cross reference files of subjects and resolutions;

May perform a variety of duties concerned with the holding of local elections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of the terminology and procedures involved in filing and processing public documents; familiarity with bookkeeping terminology and practice; ability to prepare correspondence, reports and other materials from general instructions; ability to type at a rate of 40 words per minute and to record dictation at a rate of 90 words per minute*; ability to carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or administrative experience, two (2) years of which must have involved primary responsibility for a complex clerical function.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

*To be demonstrated during the probationary period.

R.C.D.P. (07.10.1979) 11.15.2015 - Job specification may be subject to further revision
Competitive