

SENIOR RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is exacting clerical work of a moderately difficult nature which involves a responsibility for receiving, recording, coding, filing and retrieving a variety of public records, documents and legal papers. The work is performed under the supervision of a higher level clerical employee or an administrator. Work direction may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews contents of documents for completeness and accuracy;
Classifies and labels legal data;
Certifies documents and prepares transcripts as required;
Receives and computes filing and recording fees and answers related procedural questions;
Maintains records and prepares simple statistical and other reports;
Retrieves and charges out filed documents, which are open for public review;
Assists in devising and installing new filing systems;
May perform other clerical duties which include the operation of office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of alphabetical, numerical, subject and other filing systems; good knowledge of office terminology, procedures and filing equipment and supplies; good knowledge of business arithmetic and English; working knowledge of legal forms, documents and related terminology*; ability to understand and carry out moderately difficult oral and written instructions; ability to provide instructions in work procedures; ability to write legibly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical experience, one (1) year which must have included coding for filing in a diversified filing system.

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.

SPECIAL REQUIREMENTS:

1. Employees hired on or after July 9, 1993 by the Department of Records will be required to obtain a certificate as a notary public during their probationary term.
2. If employed by a local municipality, may be required to obtain a certificate as a notary public.

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

*To be demonstrated during the probationary period.