

HEAD CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of overseeing and performing complex clerical duties, which requires considerable attention to detail to ensure the integrity of workflow in the recording of documents. An incumbent may be assigned to the Intake, Technical Support Court Papers or Data units within the Recording Department at the Ulster County Clerk's Office. The work is performed under the general supervision of the Deputy County Clerk of the Recording Department with considerable leeway allowed for making independent judgements relative to the proper recording of documents. The class of Head Clerk differs from that of Principal Clerk by virtue of the fact that a Head Clerk works more independently in overseeing the daily administration of an assigned unit and implementing the index imaging system. Supervision is exercised over lower-level clerk personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or al of the following, as well as other related activities not described.

Oversees all court records, data entry and intake operations within the records department to ensure proper routing and/or recording of business according to legal requirements and in a timely manner;

Checks all data entry of land and court records and ensures timely recording of all records;

Prepares and/or requisitions all computer printouts and maintains all tabular, statistical and financial reports;

Creates and reviews all correspondence in regard to court records and judgements within the unit;

Schedules work assignments, reviews assigned workloads daily and approves time sheets and leave requests;

Revises and develops improved work procedures and methods and implements those approved by management;

Handles complaints and suggests solutions to problems to clients or personnel;

Answers questions related to the intake of land records, court records and judgements and liens;

Researches and works with Information Services regarding computer software and developing the indexing system;

Balances out each cashier daily and keeps records of all money transactions throughout the day;

Coordinates activities of assigned unit with other units;

Represents the department head at meetings;

Supervises the preparation of reports, narratives, worksheets, accounts and other materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods and practices used in the indexing of legal instruments; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of legal terminology; working knowledge of the principles and techniques of supervision; ability to plan, direct and review the work of others; ability to prepare narrative reports; ability to understand and carry out complex oral and written instructions; ability to gain the cooperation of others; ability to deal with the public in a positive manner; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and completion of a two (2) year legal training program and four (4) years of clerical experience including experience in the indexing and recording of legal documents, at least three (3) years of which must have been in a supervisory capacity, **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and six (6) years of clerical experience including experience in the indexing and recording of legal documents, at least three (3) years of which must have been in a supervisory capacity; **OR**
- C. Eight (8) years clerical experience including experience in the indexing and recording of legal documents, at least three (3) years of which must have been in a supervisory capacity; **OR**
- D. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
3335 HEAD CLERK
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: October 19, 2001