

INDEX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work requiring a high degree of accuracy and attention to detail in the recording and indexing of legal papers. The duties are performed under general supervision according to set procedures established by the agency. This class is distinguished from Clerk in the greater responsibility and consequence of error involved. 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 all of the following, as well as other related activities not described.

Indexes mortgages, assignments and releases;

Indexes a variety of legal documents including chattel mortgages, trade names, partnerships, certificates of incorporation, hospital liens and wage assignments;

Obtains files for lawyers and title searchers and mails out legal instruments;

Processes and indexes all papers and documents filed for civil or criminal court actions;

May examine and process passport applications;

May compute and collect recording fees and fees for permits issued by the County Clerk according to prescribed schedules;

May operate a variety of office equipment including microfilm and bookkeeping machines;

May examine and process applications for citizenship;

May perform routine clerical functions including typing;

May issue a variety of licenses and permits in the County Clerk's office as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of office terminology, procedures and equipment; ability to read and understand simple legal documents; ability to understand and carry out written and oral instructions; depending on the position, ability to type from clear or rough draft at a reasonable rate of speed; ability to get along well with others; clerical aptitude; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid clerical experience.

Index Clerk

Classification: Competitive

Grade: 7

Union: CSEA

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