

## **INDEX CLERK/TYPIST**

**GENERAL STATEMENT OF DUTIES:** Performs responsible clerical and typing tasks in the recording and indexing of legal documents; does related work as required.

**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. Duties are performed under supervision of a Senior Index Clerk according to set procedures established by the County Clerk. This class is distinguished from Index Clerk in that this position requires the incumbent be able to type accurately at an acceptable rate of speed.

**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.

### **EXAMPLES OF WORK:** (Illustrative only)

Operates a typewriter in the performance of the following duties:

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 a prescribed schedule;

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.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Working knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of office terminology, procedures, routine and equipment; ability to read and understand simple legal documents; ability to understand and carry out written and oral instructions; ability to type accurately at an acceptable rate of speed; ability to obtain cooperation of others; clerical aptitude; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Either:

- A. Graduation from high school or possession of a high school equivalency certificate and one year of clerical experience; **OR**
- B. Three (3) years clerical experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY

3620 IND CLK/T

Classification: Competitive

3621 IN CLK HLP

Classification: Non-Competitive

Grade: 7

Union: CSEA