

SENIOR INDEX CLERK/ TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving the performance and supervision of the recording and indexing of various legal papers. Work is performed under the general supervision of the County Clerk. Although bound to the parameters of policy and procedure, considerable leeway is allowed in carrying out the duties of the office. The class differs from that of Senior Index Clerk in that Senior Index Clerk does not perform significant typing duties. Direct or general supervision is exercised over Index Clerks and other subordinate clerical 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 all of the following, as well as other related activities not described.

Assigns mortgages, assignments and releases to subordinates for indexing and recording;

Supervises and assists in the indexing and recording of a variety of legal instruments 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 documents;

Supervises and assists in the processing and indexing of all papers and instruments filed for civil or criminal court actions;

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

May examine and process applications for citizenship;

May issue a variety of licenses and permits in the County Clerk's office;

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

Types a variety of documents such as: forms, form letters, bills, vouchers, records, catalog cards, reports, statistical reports, index cards and similar materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and practices used in the indexing of legal instruments; good knowledge of office terminology, procedures, routine and equipment used; working knowledge of legal terminology; ability to plan and supervise the work of others; ability to understand and carry out written and oral instructions; ability to type from clear or rough draft at an acceptable rate of speed; ability to obtain the cooperation of others; clerical aptitude; good judgment; initiative; integrity; 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 two (2) years of clerical experience which must have involved the indexing and recording of legal documents; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of para-legal training or experience; **OR**
- C. Four (4) years of training and/ or experience as described in A or B above; **OR**
- D. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
6222 SR IN CL/T
Classification: Competitive
Grade: 9
Union: CSEA

Adopted: May 10, 1996