

SENIOR INDEX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the indexing and recording of legal documents, instruments and related records in the County Clerk's Office. The Senior Index Clerk differs from that of Index Clerk in that the incumbent performs more complex indexing and searching work independently. Work is performed under the direct supervision of a Deputy County Clerk allowing some leeway for the exercise of independent judgement in planning and carrying out the details of the work. Supervision may be exercised over the work of Index Clerks and subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares monthly, semi-annual and annual mortgage tax reports;
Makes tax computations and prepares affidavits relating to mortgage tax sharing with adjoining municipalities;
Does computer indexing including deeds and mortgages;
Indexes, compares and oversees all details of recorded land instruments;
Prepares alphabetical, geographical or other indices of mortgages, deeds, liens, court proceedings, actions, wills, decrees and other legal documents presented for filing;
Compares index with original documents to assure correctness and completeness;
Computes and collects fees for the recording and/or filing of legal documents and land records;
Responsible for mortgage tax related issues;
Maintains communication with New York State Tax Department with regard to all mortgage tax issues;
Transmits confidential court files to Supreme and County Court judges;
Responsible for E-filing related issues;
Maintains communication with the New York State Unified Court System and the County Bar Association regarding E-filing issues;
Responsible for sealing all confidential files;
Assigns security access levels for all confidential, sealed legal files;
Downloads civil action documents from Court's E-filing website;
Scans all civil action documents, including rescanning and repositioning of documents, to Supreme Court Clerk's Office;
Returns documents to owners after recording;
Files cards, keeps records and compiles reports as needed;
Processes Civil Service and land documents from e-recording platforms;
Reviews and processes passport applications and takes passport photos;
Notarizes a variety of forms and paperwork;
Answers phone and provides callers with general information and assistance;
May assist in other clerical activities related to normal operations of the County Clerk's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws governing the indexing and recording of deeds, mortgages, wills and other legal documents and the rules relating to indexing;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of the Court's E-filing system;
Ability to read and comprehend legal terminology and descriptions;
Ability to understand and carry out oral and written instructions;
Ability to maintain records;
Ability to get along well with others;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer at an acceptable rate of speed;
Ability to perform close, detail work involving considerable visual effort and strain;
Clerical aptitude;
Good judgment.

MINIMUM QUALIFICATIONS: Two years of clerical experience, one year of which shall have involved working with legal instruments and records in a law office, title company or municipal department.

SPECIAL REQUIREMENT: Licensure and current registration as a Notary Public as issued by the New York State Division of Licensing Services, within three months of appointment. Licensure must remain current throughout employment in this title.

SPECIAL REQUIREMENT: Certification as a passport acceptance agent within the probationary period. Certification must remain current throughout employment in this title.

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COMPETITIVE