

## **CORONER'S/COUNTY CLERK'S AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of clerical, secretarial and administrative support tasks for the Coroner's and the County Clerk's Office.

This work requires the use of discretion, confidentiality, and the exercise of independent judgement in carrying out job duties, which often times involve typing narrative reports describing sordid and unpleasant events not encountered in ordinary life. When not performing duties associated with the Coroner's Office, persons in this position will perform clerical, filing, recording, and indexing tasks in the County Clerk's Office. The work is performed under the general supervision of an elected official or higher level employee.

### **TYPICAL WORK ACTIVITIES:**

Transcribes coroner's reports and correspondence from tape recorded dictation;

Types a variety of confidential letters, articles, memoranda, reports and records;

Proof-reads narratives, documents, and correspondence;

Maintains office files for the Coroner's Office;

Answers phones, interviews callers and schedules appointments;

Operates office equipment;

Checks supplies and equipment received and accounts for same;

May compose and type routine correspondence, applying a knowledge of department operations and regulations;

Indexes mortgages, assignments, releases, deeds, and a variety of other legal records or documents filed in the County Clerk's Office;

Checks papers for accuracy;

Checks satisfactions of mortgages for cancellation by County Clerk, mails certificates, and performs

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other necessary clerical work relating to mortgage cancellations;

Issues licenses or other documents distributed by the County Clerk's Office;

Records fees received over counter and in the mail;

Assists in preparation of passport applications.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; knowledge of the methods and practices used in the indexing of legal instruments; ability to transcribe dictation at a fast rate of speed using a recording device; clerical aptitude; ability to express self clearly both orally and in writing; ability to understand and carry out oral and written instructions; ability to distinguish between sets of words, letters, and /or numbers which may be similar; ability to use written directions to code and decode information accurately; ability to combine and organize information into tables and records; ability to learn how to use standard computer software including applications for word processing, spreadsheets and data base management; ability to meet and assist the public; ability to get along well with others; ability to read and type materials that describe sordid and unpleasant events; confidentiality; emotional maturity; honesty; trustworthiness; tact and courtesy; good judgment; and discretion.

### **MINIMUM QUALIFICATIONS**: Either

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in performing clerical work which involved substantial typing; or

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- (B) Three years of experience in performing clerical work which involved substantial typing; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

***NOTE: Successful completion of undergraduate college courses in secretarial science, data processing, business administration or a related field can be substituted for the above experience on a year for year basis.***

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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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