

## **SENIOR INDEX CLERK**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical tasks involving the exercise of independent judgment, a high degree of accuracy, and the general understanding of specific laws, rules, procedures, and policies necessary in performing indexing work. The work is performed under general supervision of the County Clerk. The Senior Index Clerk will provide leadership and direction to other clerical staff assigned to perform indexing functions in the County Clerk's Office.

### TYPICAL WORK ACTIVITIES:

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;

Indexes miscellaneous legal records such as conditional sales contracts, chattel mortgages, trade names, partnerships, certificates of incorporation, liens, wage assignments;

Checks satisfactions of mortgages for cancellation by County Clerk, mail certificates, and performs other necessary clerical work relating to mortgage cancellations;

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

Monitors the public's use of records in the record room to assure compliance with the County Clerk's rules and regulations relating to the use of documents;

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

Performs standard keyboarding duties using a personal computer;

Provides leadership, direction, and guidance to other clerical staff performing indexing functions;

May issue licenses or other documents distributed by the County Clerk's Office.

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

TERISTICS: Good knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of office terminology, procedures, and equipment; 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 type from clear copy or rough draft at a reasonable rate of speed; ability to learn how to use standard computer software including applications for word processing, spreadsheets, and data base management; ability to provide leadership and guidance to other clerical staff; clerical aptitude; mental alertness; accuracy; good judgment; and integrity.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience; or
- (B) Four years of clerical experience; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

*NOTE: Completion of appropriate coursework in secretarial science, computer sciences, business administration, or a related field can be substituted for work experience on a year for year basis.*

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Last Reviewed: 07/26/96  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A