

## SENIOR INDEX CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing and supervising the recording and indexing of legal documents. The incumbent also performs typing tasks. Duties are performed under the general supervision of the Deputy County Clerk with allowance made for the use of independent judgement in carrying out the details of the work. General supervision may be exercised over the work of index clerks and other subordinate clerical personnel. This class differs from index clerk by virtue of its increased complexity and supervisory responsibility. A Senior Index Clerk/Typist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assigns mortgages, assignments and releases to subordinates for indexing and recording;
- Supervises and participates in the indexing and recording of a variety of legal instructions including chattel mortgages, trade names, partnerships, certificates of incorporation, hospital liens and wage assignments;
- Obtains files for lawyers and titles searchers and mails out legal documents;
- Types materials from copy, rough draft and other sources;
- Supervises and participates in the processing and indexing of all papers and instruments filed for civil or criminal court actions;
- Computes and collects recording fees and fees for permits issued by the County Clerk according to a prescribed schedule;
- Operates a variety of office equipment;
- May examine and process applications for passports.

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 type accurately at the rate of forty (40) wpm; ability to understand and carry out written and oral instructions; attention to detail; clerical aptitude; physical condition sufficient to perform the essential functions 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 or recording of legal documents; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of paralegal training or work experience; OR
- C. Four (4) years of training and experience as defined by the limits of A and B.

*NOTE:* Graduation from a regionally accredited or New York State registered college or university with a degree or diploma in a legal secretarial or paralegal curriculum may be substituted for experience in B on a year for year basis. 30 credit hours = 1 years experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/14/80