

## INDEX CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves recording and indexing legal documents together with other clerical tasks. Appointment to this class requires successful completion of a traineeship of not less than twelve (12) nor more than fifty-two (52) weeks during which an incumbent receives on the job training to acquire specialized knowledge and demonstrates acceptable skills and abilities in the indexing of legal documents. Duties are performed under general supervision according to procedures established by the County Clerk. This class is distinguished from Clerk by the high degree of accuracy required and the consequences of error. An Index Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Indexes a wide variety of legal documents including mortgages, deeds, liens, and divorces;
- Obtains files for lawyers and title searchers and mails out legal instruments;
- Processes and indexes all papers and documents filed for Civil court actions;
- Computes and collects recording fees and fees for permits issued by the County Clerk according to a prescribed schedule;
- Issues a variety of licenses and permits in the County Clerk's Office;
- Utilizes electronic data processing systems to process, record, and report documents and fees;
- Operates a variety of office equipment;
- May make daily and monthly bank deposits;
- May compute payroll deductions, prepare payroll abstracts, and maintain records of leave time used;
- May conduct routine correspondence on matters where policies and procedures are well defined.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the methods and practices used in the indexing of legal instruments; working knowledge of legal documents; working knowledge of office terminology, procedures, and equipment; ability to understand and carry out written and oral instructions; attention to detail; clerical aptitude; courtesy to the public; 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 one year of clerical experience;

OR

- B) Two years of clerical experience.

*NOTE:* Study at a regionally accredited or New York State registered college or institute may be substituted for experience in A and B above on a year for year basis. (30 credit hours = 1 year experience.)

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 11/16/00