

PRINCIPAL REGISTRY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for supervising a unit of clerical employees engaged in the provision of clerical support in the Office of the County Clerk or has sole responsibility and accountability for significant technical program within that division. This position is assigned to a specific function, which has differing guidelines and procedures than other office activities and this position acts as a technical resource person in that area, answering questions which others in the office would not have the training to address. This position differs from Receiving Registry Clerk because of the independence in carrying out work assignments and accountability or responsibility for overseeing specialized aspects of a unit. In addition, an employee at this level is required to respond to problem transactions brought to them from lower level employees and to initiate action to address the problems. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position would generally participate in leading or supervising employees, which includes training, prioritizing work, reviewing work, and summarizing work.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees the filing and/or scanning of documents, maps, judgments and various papers from the court system to ensure that customers are serviced promptly and efficiently;
2. Prepares daily, weekly, and/or monthly reports for supervisors, the court and/or state;
3. Checks each judgment to make sure all legal requirements have been met and verifies that money amounts are correct; rejects judgments that are not acceptable; enters each judgment on computer;
4. Handles complex requests or irate customers for staff;
5. Acts as a liaison between administration, staff and customers, advising them of any changes in law or procedures that might impact the service;
6. Keeps abreast of work flow, identifying problems and making recommendation for staffing and/or modifications to procedures to the supervisor;
7. Interprets regulations regarding the acceptance, filing and recording of legal documents for staff and customers, i.e., attorneys, title searchers, general public;
8. Maintains database of records and payment histories for all convictions, judgments, fines and surcharges.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the legal requirements, rules and procedures of the County Clerk's Office necessary to act as a resource and independently perform the work activities associated with that program;

Knowledge of the rules and procedures for processing paperwork related to all office activities necessary to interpret changes in regulations and modify existing systems;

Knowledge of office practices, necessary for interacting with staff and the public, expediting unit work and filing and retrieving information;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:(Cont'd)

Knowledge of computational skills to perform cashiering, maintain inventories and keep track of unit activities;

Knowledge of software packages for word processing to produce a variety of information and for spreadsheets and database management to track information;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to speak knowledgeably and with authority about program functions and to advise staff on how to address situations that occur;

Ability to act independently in carrying out the daily functions of a program or service;

Ability to train and direct employees, schedule coverage, organize work flow and resolve problems;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position (some positions may require prolonged standing while waiting on the public).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time clerical work experience which involved public contact, one year of which involved processing legal documents.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year), for the non-specific clerical work experience only.

SPECIAL REQUIREMENTS:

1. **CITIZENSHIP:** United States citizenship is required.

2. **NOTARY PUBLIC:** In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

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ADOPTED: 07/03/99 01/01/08

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