

RECEIVING REGISTRY CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position while responsible for the performance of clerical support functions for the County Clerk's office has primary responsibility for receiving a large volume of documents from the public and independently determining acceptability. This position differs from Registry Clerk because of the independence in carrying out work assignments and accountability. 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 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. Receives legal documents from attorneys, various government agencies, and the general public; examines and decides whether the documents submitted for recording or filing meet the legal requirements; advises customer of adverse decision; enters data on computer;
2. Calculates the proper fees for accepted documents, i.e. recording fees, mortgage and transfer gain taxes, deeds, mortgages and other related land records and enters required data on computer;
3. Reviews legal documents submitted for recording or filing received in the mail; sends rejection letters advising filers of reasons for unacceptableness and remedial action;
4. Prepares necessary paperwork for Naturalization Court; does naturalization search on request; attends Naturalization Court to assist with paperwork;
5. Interprets regulations regarding the acceptance, filing and recording of legal documents for staff and customers, i.e. attorneys, title searchers, general public;
6. Checks daily receipts against posted records and tapes; balances daily receipts;
7. Acts as accepting agents for U.S. Passport applications; reviews applications, verifies applicant's identification, proof of citizenship, and correctness of fees submitted; forward to Passport Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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

Knowledge of rules and procedures of processing paperwork related to all office activities sufficient to interpret regulation changes and modify existing system;

Knowledge of common office practices, i.e. dealing with staff and customers, handling work flow, filing and retrieving information;

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

Knowledge of software packages for word processing and database management;

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

Ability to learn and interpret regulations and apply them to unit work;

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

RECEIVING REGISTRY CLERK (Cont'd)

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

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 two years of full-time clerical work experience which involved public contact.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year).

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