

## **INDEX CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work requiring a high degree of accuracy and attention to detail in the recording and indexing of legal papers. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments. This class is distinguished from Clerk in the greater responsibility and consequence of error involved. The work is performed under the direct supervision of a Senior Index Clerk or Deputy County Clerk according to established procedures. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records and files documents for customer, computes and collects recording fees and transfer and mortgage tax.  
Indexes mortgages, assignments and releases;  
Indexes a variety of land records and civil and criminal court records;  
Compares index with original documents to assure correctness and completeness;  
Obtains files for lawyers and title searchers and mails out legal instruments;  
Helps public with computer public access system, searching;  
Operates a variety of office equipment including typewriter, word processors personal computers, microfilm;  
Processes and indexes all papers and documents filed for civil or criminal court actions;  
Scan and capture documents;  
Examines and processes passport applications and takes passport photos;  
Processes Civil Service and land documents from e-filing platforms;  
Receives, organizes and retrieves work to be processed and recorded;  
Notarizes a variety of forms and paperwork;  
Answers phone and provides callers with general information and assistance.

### **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 office terminology, procedures and equipment;  
Working knowledge of business arithmetic and English;  
Ability to deal effectively and courteously with the public;  
Ability to work well with others;  
Ability to lift boxes of considerable weight;  
Ability to read and understand legal documents;  
Ability to understand and carry out written and oral instructions;  
Ability to operate an alphanumeric keyboard such as a typewriter,

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word processor or personal computer at an acceptable rate of speed;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Clerical aptitude;  
Good judgement.

**MINIMUM QUALIFICATIONS:**

- A) Completion of 30 semester credit hours at a regionally accredited or NYS registered college or university; OR
- B) One year of clerical experience; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

**SPECIAL REQUIREMENT:** Licensure and current registration as a Notary Public as issued by the New York State Division of Licensing Services, within three months of appointment. Licensure must remain current throughout employment in this title.

**SPECIAL REQUIREMENT:** Certification as a passport acceptance agent within the probationary period. Certification must remain current throughout employment in this title.

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COMPETITIVE