

## **SENIOR RECORDING CLERK**

**JOB CODE:** 6941  
**DEPARTMENT:** Tioga County Clerk's Office  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** CSEA SG VI  
**ADOPTED:** 12/09/2025; Reso-488-25; Tioga Co.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for recording, indexing and researching various legal documents filed in the County Clerk's Office. The incumbent independently performs difficult and complex clerical tasks in accordance with specific laws, office policies and procedures, and at times the incumbent will make a decision regarding the recording and/or filing of unique or complicated documents in the absence of the County Clerk and Deputy County Clerk. This classification differs from a Recording Clerk in that it functions as a lead worker and serves as a trainer for new staff. Supervision is exercised over the work of Recording Clerks. The work is performed under the general supervision of the County Clerk and Deputy County Clerk. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Processes and indexes legal records or documents filed in the County Clerk's Office, including more complex filings, and enters them in docket books or a computer;
- Answers complex questions relating to specific laws, rules, regulations and procedures regarding the duties of the County Clerk's Office;
- Assist in the training of new Recording Clerks and provide continued training if needed;
- Assist the County Clerk and Deputy County Clerk in developing new procedures or updating current procedures;
- Computes and collects recording fees or taxes for a variety of legal documents;
- Compares indexes with original documents to assure accuracy and completeness;
- Prepares bank deposits, balances daily spreadsheets to money taken in the previous day, and balances spreadsheets to the end of the month;
- Reviews and processes passports, and notary renewals;
- Assists customers with researching for documents or recorded data as requested
- Acts as a cashier at customer counter by determining fees, taking cash payments, and when necessary, making change;
- Operates a variety of office equipment including a computer, typewriter, scanner, microfilm, and adding machine;

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of the laws governing the indexing and recording of deeds, mortgages, liens and other legal documents and the rules relating to indexing; good knowledge of the terminology used and the type of documents filed in the County Clerk's Office; good knowledge of modern office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to read, gather essential details, and understand different types of legal documents; ability to make arithmetic computations accurately and rapidly; ability to operate a personal computer and utilize software programs to index, record, and file legal documents; ability to follow written and oral instructions; ability to organize and maintain accurate records and files; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; ability to provide leadership and direction to subordinate employees; clerical aptitude; mental alertness; accuracy; good judgment; confidentiality; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of full-time (or the equivalent part-time) experience working with legal instruments or financial records in an office setting which provided customer service ; OR
- b. Three (3) years of full-time (or the equivalent part-time) experience working with legal instruments or financial records in an office setting which provided customer service; OR
- c. An equivalent combination of education and experience.

**Promotional Qualifications:** Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Clerk's Office and must have either served continuously on a permanent basis for one (1) year as a Recording Clerk.