

**DEPARTMENT:** COUNTY CLERK  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MAY 16, 2024

**DOCUMENT CLERK AND CASHIER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for overseeing the flow and conformance to standards of land, court and associated legal documents recorded and/or filed in the County Clerk's Office. It is clerical work requiring a high degree of confidentiality, accuracy, and attention to detail in the recording and indexing of legal papers. The incumbent participates in clerical activities and receives, deposits and records cash fees in a County department or section. The duties are performed within the scope of laws, office rules and procedures relating to the indexing, filing and recording of legal instruments, including those of a highly confidential nature. This position is distinguished from Document Clerk in the greater difficulty of tasks and higher level of responsibility. Work is performed under the supervision of the Senior Document Clerk and Cashier and/or the Deputy County Clerk, allowing for the exercise of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves as liaison with the Senior Document Clerk and Cashier and/or the Deputy County Clerk in consulting with Federal, State and Local governmental agencies and private entities;
2. Examines and determines accuracy of documents for recording and filing, checking dates, signatures, acknowledgements and other information according to pertinent statutes;
3. Indexes, verifies, issues, certifies and oversees all details of recorded land and filed court documents and other related instruments;
4. Issues certain licenses;
5. Checks naturalization papers and records for government and private investigations;
6. Accesses highly confidential non-public records including divorces, youthful offender cases, etc. and maintains the confidentiality of those records;
7. Issues and attaches notarial certificates to acknowledgements on documents to go out of state or country;
8. Computes and collects fees for the recording and filing of land, court and associated documents and prepares reports for same;
9. Balances daily cash receipts;
10. Prepares, calculates and levies appropriate fees and taxes and prepares and submits reports of same to various Federal, State and Local agencies;
11. Composes, answers and directs correspondence in various formats;
12. Files and retrieves documents and reports in various formats.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the laws governing the indexing, recording and filing of land, court and associated records, and legal documents; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the procedures of certifying legal documents; good knowledge of procedures of certifying signatures of public officers and of issuing licenses; ability to maintain office records; ability to prepare reports; ability to maintain confidentiality; ability to understand and follow detailed written and oral instructions; ability to work independently and employ good judgment; effectively use tact and courtesy in dealing with public; clerical aptitude; high degree of accuracy; industry; dependability; good professional appearance; physical condition commensurate with demands of the position.

**CONTINUED**

## **DOCUMENT CLERK AND CASHIER CONTINUED**

### **MINIMUM QUALIFICATIONS:**

### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Two (2) years permanent competitive status as a Document Clerk in the Niagara County Clerk's Office immediately preceding the date of written examination.

### **OPEN-COMPETITIVE:**

1. Graduation with an Associate's degree in a business related field **AND** two (2) years of account clerical and/or office clerical experience. Experience must have involved the use of a personal computer, public contact, and handling financial records or accounts; **OR**
2. Graduation from high school or possession of an equivalency diploma and four (4) years of account clerical and/or office clerical experience. Experience must have involved the use of a personal computer, public contact, and handling financial records or accounts.

### **SPECIAL REQUIREMENT:**

1. Candidates may be required to undergo a state and/or national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in an offer of employment being rescinded;
2. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment. Employees must maintain active status as a notary as a condition of continued employment.

### **NOTE:**

1. Office experience involves the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Teller experience will not be accepted. \*Experience must be in a professional office environment involving the maintenance and review of documents.
2. Degrees and/or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.