

PRINCIPAL REGISTRY CLERK (YIDDISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is exacting work using specialized knowledge in providing information about and receiving, recording, indexing, filing and distributing a variety of applications, public records, documents and legal papers. Specific knowledge relative to such records is necessary. Work direction may be given a small number of employees. The work is distinguished from that of a Principal Registry Clerk in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Yiddish at the fluency level indicated below in the Notes. The work is performed under the general supervision of a Town Clerk or Deputy Town Clerk. Attendance at evening meetings may be required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, records, indexes, files and distributes a variety of applications, public records, documents and legal papers and gives advice to the public and officials regarding such filings;
Participates in the computation and receiving of filing and recording fees and in the balancing of accounts;
Prepares reports of a routine but moderately complex nature;
Reproduces and distributes official transcripts;
Maintains special files of ordinances and local laws of the town that requires follow up procedures in their enactment, such as filing, publishing and posting;
Issues all types of licenses as required in a Town Clerk's office such as marriage, dog, hunting, trapping, fishing, amusement, hawking and peddling licenses;
May serve as Clerk or Secretary at meetings of the Town Board and maintain the minute books of such meetings including cross reference files of subjects and resolutions;
May perform a variety of duties concerned with the holding of local elections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of the terminology and procedures involved in filing and processing public documents; working knowledge of accounting terminology and practice; ability to read, speak and understand Yiddish; ability to prepare correspondence, reports and other materials from general instructions; ability to carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or administrative experience, two (2) years of which must have involved primary responsibility for a complex clerical function.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and a two-for-one basis for any other curriculum.

(over)

3. Incumbents are expected to possess Level I proficiency in Yiddish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to satisfy routine social demands and limited work requirements. Can handle most social situations, including introductions and casual conversations about current events, as well as work, family and autobiographical information. Can provide instructions on routine, concrete matters. Can translate routine correspondence and documents with the aid of a dictionary and/or grammar book. Can get gist of most conversations on non-technical subjects, and has a speaking vocabulary sufficient to respond simply with some circumlocutions. Accent, though faulty, is intelligible. Can read with general accuracy news items on non-technical topics and general correspondence.