

PRINCIPAL REGISTRY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work responsible for performing and overseeing the receipt, recording, indexing, filing, processing and distribution of applications, public records and legal documents. The work is complex in nature involving decision of order, tasks and methods. Work is performed under the general supervision of the Town Clerk or Deputy Town Clerk. Work guidance (e.g., lead work) may be provided to a small number of employees. Evening meetings or extended hours may be necessary on occasion. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the receipt, recording, indexing, filing, processing, and distribution of applications, public records, and legal documents, and responds to moderately complex inquiries from the public and elected or public officials;

Reconciles filing and recording fees and balances accounts in accordance with established procedures;

Prepares a variety of moderately complex reports;

Prepares, certifies, and issues copies of official transcripts;

Maintains official files of town ordinances and local laws;

Ensures compliance with statutory and administrative requirements related to the enactment of town ordinances and local laws, including filing, publication and posting;

Processes and issues a variety of licenses administered through the Town Clerk's Office including marriage, animal, hunting, trapping, fishing, amusement and vendor licenses;

Reviews and responds to Freedom of Information Law (FOIL) requests in accordance with legal time frames;

May serve as Clerk or Secretary to the Town Board, responsible for recording, maintaining and distributing official meeting minutes and corresponding documents;

May act as the Deputy Town Clerk and/or Deputy Registrar of Vital Statistics in the absence of the Town Clerk at town meetings;

May perform a variety of duties related to local elections as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures and clerical operations; thorough knowledge of the terminology and procedures involved in filing and processing public records and legal documents; thorough knowledge of the legal and administrative processes required to enact local laws and ordinances; good knowledge of business arithmetic; ability to work with office records and files; ability to prepare complex correspondence, reports and other materials; ability to carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; ability to provide work guidance to others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid clerical or administrative work experience, three (3) years which included working with public records or legal documents; or
2. An Associate's degree and three (3) years of paid work experience which included working with public records or legal documents; or
3. A Bachelor's degree or higher and one (1) year of paid work experience which included working with public records or legal documents.