

## **RECORDS SUPPORT ASSISTANT III\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is high level clerical work of a complex nature which involves a responsibility for overseeing a specialized area of work as well as some responsibility for the supervision of a small number of lower-level clerical employees. The work is performed under the general supervision of a higher-level administrator or supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Accounts for all fees received and balances all accounts at the end of each day;  
Prepares all bank deposits and deposits same in various accounts;  
Draws checks for all disbursements of fees to various County, State and Federal agencies;  
Reconciles accounts with monthly bank statements;  
Oversees financial record-keeping procedures which includes providing work direction to those employees involved in bookkeeping, fee accounting and financial reports;  
Reviews all recordable legal documents for completeness and accuracy;  
Computes mortgage taxes and recording fees;  
Answers public inquiries either by phone or in person;  
Assists visitors by certifying documents, processing passports, legal documents and court papers, typing executions, etc.;  
Answers difficult questions and assists subordinates when needed;  
Directs the workflow of a unit;  
Accepts various legal documents such as deeds, mortgages, leases, satisfactions and releases of mortgages, business certificates, Federal tax liens, etc. for recording and filing which are submitted by attorneys, title companies and the general public;  
Prepares property and income executions when requested by the public after a case has been heard in local Justice Court;  
May maintain Court and Trust dockets;  
May invest funds for the various accounts into certificates of deposit;  
May act for and in place of a higher-level administrator in that individual's absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of alphabetical, numerical, subject and other filing systems; thorough knowledge of office terminology, procedures and filing equipment and supplies; good knowledge of business arithmetic and English; good knowledge of legal forms, documents and related terminology; ability to understand and carry out moderately difficult oral and written instructions; ability to supervise the work of others; ability to instruct work procedures; ability to write legibly.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience, two (2) years of which must have included filing documents within a filing system.

### **NOTES:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for the required general experience on a year-for-year basis and two (2) years must have included filing documents within a filing system.
2. A Bachelor's degree or higher may be deemed fully qualifying.

(over)

3. The Rockland County Clerk's Office requires possession of a New York State Notary Public at the time of examination.

**SPECIAL REQUIREMENTS:**

1. If employed by any other appointing authority you may be required to obtain a New York State Notary Public.
2. If required, the New York State Notary Public must be maintained throughout the course of employment in this title.

**PROMOTION:** One (1) year of permanent status as a Records Support Assistant II.

\*This reflects a retitling of Principal Records Clerk.