



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAM ANNOUNCEMENT
Recording Clerk #60003360
[OPEN COMPETITIVE]

**YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR RECORDING CLERK
(EXAM #60003360)**

Type of Appointment:	Permanent	Rate of Pay:	\$21.64 per hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	CSEA, Group V
Department:	County Clerk		
Vacancies:	The resulting eligible list will be used to fill current or future vacancies which may occur.	Exam Date:	June 28, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	March 27, 2025	Application Deadline:	May 28, 2025

SCOPE OF EXAMINATION

Name and number checking:

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Operations with Letters and Numbers:

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

Customer service:

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Arithmetic computation with calculator:

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Working with office records:

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Calculator: Recommended

Test guide: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

RECORDING CLERK - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Clerk's Office and involves responsibility for indexing, recording, and researching various legal documents filed in the County Clerk's Office. The duties are performed in accordance to New York State laws, office rules, and procedure relating to New York State Indexing Standards, and the New York State Office of Court Administration rules for filing court papers. This class is characterized by a high degree of clerical responsibility calling for mature office judgment. Incumbents in this position are responsible for examining and processing wide variety of documents related to recording land documents and filing court documents. The incumbent is responsible for entering and retrieving data on the County Clerk's Integrated Document Imaging Records Management System and the County database. The work is performed under the general supervision of the County Clerk and the Deputy Clerk and in accordance with outlined policies and procedures. It calls for the frequent exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Reviews, processes, and records paper and electronic land transactions, included, but not limited to, mortgages, deeds, survey maps, mortgage discharges, mortgage assignments, land contracts, oil and gas leases, collects recording fees for transfer and mortgage taxes;
- Files Supreme Court documents, judgments from Supreme and lower courts, income executions, Notary Public renewals, military discharge papers, lis pendens (foreclosures), business certificates (DBA), and certified documents that have been previously filed in the County Clerk's Office; Computes and collects all applicable fees;
- Assists the general public with basic searches for deeds, liens, and all other documents that are open to the public;
- Daily submitters of documents at the recording/filing Counter include attorneys, realtors, paralegals, title searchers, abstract companies, and other professional staff, as well as the general public;
- Searches for and retrieves records for customers;
- Processes U.S. passport applications, incumbent is required to pass annual Passport Acceptance Agent Training course;
- Prepares general correspondence via mail or email;
- Operates a variety of office equipment including a computer, photocopier, fax, credit card scanner, postage machine, and digital camera for passport and pistol permit photos;
- Notarizes legal documents;
- Answers telephone and processes daily mail;
- Acts as cashier who accepts payments in cash, checks, money orders, or credit cards for fees for recording, filing, copies, certifications, and all other transactions;
- Performs other duties as assigned.

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

Extensive knowledge of modern office practices, terminology, procedures, and equipment;

Good working knowledge of the laws governing the indexing and recording of deeds, mortgages, liens, court document filings, and other legal documents;

Ability to type at a satisfactory rate of speed;

Ability to proceed independently in solving difficult clerical problems;

A high degree of skill and courtesy in carrying on public relation activities with attorneys, title searchers, realtors, surveyors, and the general public;

Ability to process confidential documents without sharing any confidential information outside of the County Clerk's Recording Office;

Ability to maintain and search paper and electronic files and documents;

Ability to retain information about ever-changing rules, laws, and processes;

Ability to lift large books and boxes of records and files;

Ability to stand at the Recording counters for a long period of time while waiting on customers;

Ability to understand complex oral and written directions;

Ability to establish and maintain effective working relationships with government officials and the general public;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Associate's Degree in Business Administration, Public Administration, Legal Studies, Paralegal Studies, or closely related field; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND two (2) 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 training and experience as outlined by the limits of (A) and (B).

Notes:

- a) *A legal instrument is a legal document in writing, such as, but not limited to: a contract, deed, will, bond, lease, negotiable instrument (i.e. check), commercial paper, trust, indictment, legal pleadings, etc.
- b) Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ANTICIPATED ELIGIBILITY: According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months** of attaining the minimum educational requirements (from the date of examination), may take the Civil Service exam, but will be restricted from certification until such a time that the educational requirements are met.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Must be eligible to take examination for the licensure as a New York State Notary Public at time of application. Licensure as a NYS Notary Public must be completed during the employee's probationary period.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**